

**Minnesota Council for HIV/AIDS Care and Prevention
Executive Committee
Tuesday, April 5, 2022
1 – 2:30 p.m.
Microsoft Teams Meeting
Meeting Minutes**

Committee Members Present:	
Calvin Hillary Hylton (Membership and Training)	Lesla Nelson (Council Co-Chair, Needs Assessment and Evaluation)
Stephen Jensen (Membership and Training)	Tyrie Stanley (Council Co-Chair, Planning and Allocation)
James McMurray (Community Voices)	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)	Cree Gordon (Disparities Elimination)
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:** McKinzie Woelfel called the meeting to order at 1:03 p.m. Introductions were made.
- II. **Review and approval of proposed agenda and past meeting minutes**
 - The agenda was displayed and approved as presented.
 - The minutes from March 1, 2022 were displayed and approved as presented.
- III. **Council co-chair update:** there were no updates from the council co-chairs.
- IV. **Committee Reports**
 - A. **Planning and Allocations Committee**
 - **Action Item: Minnesota Council for HIV/AIDS Care and Prevention Resource Allocation Process** was presented and read aloud by Larry McPherson.

- **MOTION:** Larry McPherson moved to forward the Resource Allocation Process action item. No second is needed. There was no discussion. McKinzie Woelfel called for a voice vote to forward the Resource Allocation Process to the council. The votes were all in favor with none opposed.
- **Action Item: Planning and Allocations Committee Co-Chair Election**
 - **MOTION:** Larry McPherson moved to forward the Planning and Allocation Committee Co-Chair Election action item. No second is needed.
 - **DISCUSSION:** There was no discussion.
 - **VOTE:** McKinzie Woelfel called for a voice vote to forward the recommendation to the council that Larry McPherson and Tyrie Stanley are elected to serve as co-chairs of the Planning and Allocations Committee. The motion passed unanimously.

B. Membership and Training Committee

- Stephen Jensen reported that the committee reviewed the interview schedule, and that there are three interviews scheduled next week. Those three candidates all meet the council's needs for representation and reflectiveness.
- Stephen reported that the committee reviewed attendance for the council and committees.
- **Action Item: Membership and Training Committee Co-Chair Election**
 - **MOTION:** Stephen Jensen moved to forward the Membership and Training Committee Co-Chair Election action item. No second is needed.
 - **DISCUSSION:** A committee member asked why there was only one candidate. Stephen explained that only one committee member wanted to run, but the committee will continue searching for a second co-chair.
 - **VOTE:** McKinzie Woelfel called for a voice vote to forward the recommendation to the council that Calvin Hillary Hylton is elected to serve as co-chair of the Membership and Training Committee. The motion passed unanimously.

C. Needs Assessment and Evaluation Committee

- **Action Item: Needs Assessment and Evaluation Committee Co-Chair Election**
 - **MOTION:** Lesa Nelson moved to forward the Needs Assessment and Evaluation Committee Co-Chair Election action item. No second is needed.
 - **DISCUSSION:** There was no discussion.
 - **VOTE:** McKinzie Woelfel called for a voice vote to forward the recommendation to the council that Joe Amrhein and Julian Hines are elected to serve as co-chairs of the Needs Assessment and Evaluation Committee. The motion passed unanimously.

D. Disparities Elimination Committee

- Megan Mueller reported that the committee reviewed two Ryan White service areas, emergency financial assistance and housing services. The committee reviewed the role of the committee co-chairs and the 2022 workplan.
- **Action Item: Disparities Elimination Committee Co-Chair Election**
 - **MOTION:** Megan Mueller moved to forward the Disparities Elimination Committee Co-Chair Election action item. No second is needed.
 - **DISCUSSION:** There was no discussion.
 - **VOTE:** McKinzie Woelfel called for a voice vote to forward the recommendation to the council that Sarah Schiele and Jay Orne are elected to serve as co-chairs of the Disparities Elimination Committee. The motion passed unanimously.

E. Community Voices Committee

- **Action Item: Community Voices Committee Co-Chair Election**
 - **MOTION:** Tyrie Stanley moved to forward the Community Voices Committee Co-Chair Election action item. No second is needed.
 - **DISCUSSION:** There was no discussion.
 - **VOTE:** McKinzie Woelfel called for a voice vote to forward the recommendation to the council that Jo Ann Vertetis and Danielle Brantley are elected to serve as co-chairs of the Community Voices Committee. The motion passed unanimously.
- Tyrie Stanley and McKinzie Woelfel thanked the individuals who are ending their terms as co-chairs.
- Megan Mueller said she will still attend the Disparities Elimination Committee meetings, but she has a conflict every Tuesday morning for the council meeting.

V. Recipient Reports

A. Prevention: Peggy Darrett-Brewer provided the prevention update.

- Peggy shared that Minnesota Department of Health (MDH) offices will be open to the public April 22, but they are still working on their hybrid work plan so staff may not be back on site that day.
- Peggy stated that MDH staff is working on a large point-of-care testing event for people experiencing homelessness or unstable housing. HIV, hepatitis C and syphilis testing will be offered along with COVID-19 vaccinations. The event is being planned for late Spring, and there will be a second event later in the year.
- Peggy said that MDH is working on its internal processes to solidify priority populations for its upcoming Request for Proposal (RFP). MDH hopes to present to the council on priority populations in the next couple months.
- Peggy reported that MDH staff is planning a syphilis summit in October. The focus will be for clinical providers but some programming will be helpful to community-based organizations.
- Peggy reported that MDH received additional funding for insertive condoms.

- McKinzie Woelfel shared that there is high demand for insertive condoms due to their expense. A case of insertive condoms costs about \$1,000 compared to \$65 for a case of external condoms.
- MDH secured 25,000 insertive condoms. It distributed about 18,000 in the metro area and about 2,000 to community partners in Duluth and to local public health partners along the I-35 corridor between the metro and Duluth. There are about 7,000 left that will go to central, southern, and northwestern Minnesota.
- Peggy was asked if MDH will be part of Pride. She stated that she hopes it will, but it is still being discussed with MDH's communication department.

B. Part A: Jonathan Hanft provided the Part A update.

- Jonathan displayed the ***NASTAD FY2022 Appropriations for Federal HIV, Hepatitis, and STD Programs Fact Sheet***. He shared that he hopes the Minneapolis/St. Paul Transitional Grant Area will receive flat funding at the least and possibly a small increase. He explained that the formula award is based on the number of HIV cases in the jurisdiction and the competitive portion of the grant application makes up 30% of the Part A grant award.
- Jonathan Hanft shared that President's budget for 2023 contains a very small increase of \$10 million for Part A. This budget will influence what Democrats propose when they begin working on their appropriations bill. The budget includes an increase of \$30 million in Part B base funding, and an increase of \$185 million for the Ending the HIV Epidemic in the U.S. initiative.
- Jonathan stated that Hennepin County Ryan White submitted its core medical services expenditure waiver a couple months ago and it has been approved. This means the council can allocate more than 25% of its 2022 funds to supportive services if that need is demonstrated.
- Jonathan reminded the Executive Committee that the National Ryan White Conference will be entirely virtual and he encouraged everyone to register. The dates are August 23-26, 2022. Register at <https://ryanwhiteconference.hrsa.gov>.
- Jonathan reported that the Health Resources and Services Administration (HRSA) Part A site visit will be the week of August 8-12, 2022. Some members of the site visit team will attend the council meeting on August 9, and the site visit team will also want to meet with the Executive Committee that week.
- Jonathan updated the committee on the HIV outbreak in Hennepin and Ramsey Counties. Six new cases have been added since last month, bringing the total to 95. The Ryan White Program will be part of an internal meeting of Hennepin County's response team to talk about whether or not hepatitis C and syphilis will be added to the outbreak response.
- Jonathan stated that Hennepin County Ryan White should be able to post for and hire a new data coordinator. It will post internally first and then go to an open competitive process.

- Jonathan was asked if the Ryan White Conference will again provide an opportunity for council co-chairs to meet with the HRSA director. Jonathan was not sure because the agenda has not been set yet. Tyrie Stanley agreed to ask our project officer about it.
- Jonathan was asked when the vacant planning analyst position with Hennepin County Ryan White will be filled. Jonathan replied that hiring for that position is currently on hold.
- Jonathan announced that the eight-part HIV racial equity training called Tune-In Tuesdays starts April 19 and encouraged council members to register at tinyurl.com/tunein2022. A \$50 gift card will be given to community members who complete all eight sessions.

C. Part B: Thomas Blissett provided the Part B update.

- Thomas reported that Department of Human Services (DHS) is closer to posting the END HIV MN coordinator position. Thomas asked that it be shared when ready and encouraged anyone to apply who is interested.
- Thomas reported that DHS has two vacant grant coordinator positions and those postings are now on hold until further notice. He is working with Human Resources at DHS to get the process moving again.
- Thomas stated that the Request for Proposal (RFP) process is in the contract negotiation stage. It will hopefully be completed by the end of this month so announcements to the council about which subrecipients are funded can be made in May or June.
- Thomas announced that he will provide a Part B rebate update at next week's council meeting.

VI. Council staff update and review council meeting agenda

- Carissa Weisdorf explained that the council is starting its work on the five-year Integrated HIV Care and Prevention Plan for Minnesota and the Minneapolis-St. Paul Transitional Grant Area (TGA).
 - The plan is due to Health Resources and Services Administration (HRSA) and Centers for Disease Control and Prevention (CDC) in December 2022.
 - The previous plan is on the council website under the Planning and Allocations tab.
 - A steering committee with members of the council and government agencies will be formed. Lesa Nelson and Tyrie Stanley have agreed to represent the council on the steering committee.
 - Much of the work will happen at the committee level (Planning and Allocations, Disparities Elimination, and Needs Assessment and Evaluation) and feedback will be sought from the Community Voices Committee.

- Carissa said that four council members volunteered to be hard topic facilitators. They will receive training on facilitating focused conversations and engaging in dialogues on race and racism. Anyone can take the trainings even if they do not want to be hard topic facilitators.
- Carissa shared that Hennepin County has issued guidance on its plan to reopen more spaces and buildings beginning April 11.
 - Council staff will create a survey to gauge interest in returning to in-person meetings. Carissa asked the Executive Committee members to let her know if they think of questions to ask in the survey. It will go out after the council meeting on April 12.
 - Carissa was asked what the timeline would be if the council wants to meet in person. Carissa answered that there are still logistics to figure out so it would not likely be before July.
- Bryan Bick shared that council and committee meeting Teams invitations have been updated with Bryan as the organizer. He apologized for any confusion created and asked committee members to let him know if they see anything amiss.
- Carissa Weisdorf displayed and reviewed the ***Draft Agenda for April 12 Minnesota Council for HIV/AIDS Care and Prevention Meeting.***
 - Carissa explained that the information about committee co-chair elections will be formatted as a single PDF with a table of contents that will show there are five action items.
 - Carissa was asked if the conflict of interest form could be sent out prior to the council meeting. She answered that she will include it in the meeting email.

VII. Unfinished Business/New Business

- **Unfinished Business:** The Executive Committee further discussed the attendance policy and whether there should be allowances for extenuating circumstances.
 - Carissa Weisdorf reviewed the attendance policy and explained that three consecutive absences or six absences in a rolling 12-month period call for dismissal.
 - Some committee members shared that the attendance policy feels unrealistic and made them think twice about continuing their involvement in the council.
 - Other committee members stated that six absences in one year felt like too many because council members need to be present to fight for people in the community.
 - The committee reviewed what steps had already been taken to examine the attendance policy.
 - Stephen Jensen reported that he previously asked for feedback on the attendance policy at the Executive Committee and at the council. He felt that the feedback received was limited, and he wondered if he needed to ask different questions to get better information.

- Carissa Weisdorf mentioned that the Membership and Training Committee used the open forum at the November 2021 council meeting to seek input from council members about the current attendance policy and brought that information to the Membership and Training Committee meeting in December 2021. At that time, there was a lack of consensus on potential policy changes and the committee voted to accept the attendance policy as written.
 - Carissa added that proxy voting had also been discussed at the November 2021 council meeting and it seemed the people who spoke up about it were not in favor of that option.
- A suggestion was made to call council members after they miss one meeting if they did not notify anyone they would be absent. This would feel more supportive than the current practice of waiting until the second missed meeting and then calling the member and sending a warning letter.
- Parliamentarian Pat Reymann was asked to share her knowledge about attendance policies and proxy voting.
 - Pat Reymann stated that an attendance policy is a good idea in her opinion because the council is responsible for allocating a large amount of money, but it should be reasonable. She said it is unreasonable to assume a council member would be attending a meeting while they are dealing with a serious life event.
 - Pat shared that Robert's Rules are not in favor of proxy voting because the proxy voter would not know how the discussion in a meeting might impact a member's vote. Pat said she would personally not endorse proxy voting.
 - Pat concluded that these are decisions that the council will need to make itself.
- The creation of an ad hoc committee to review and recommend changes to the attendance policy was suggested.
 - **MOTION:** Calvin Hillary Hylton moved for an ad hoc committee be formed to review the portion of the bylaws with respect to attendance over the next six months and make recommendations to the Executive Committee over changes to the bylaws. The motion was seconded.
 - **DISCUSSION:** One council member stated opposition to the motion and felt that it should come from the Membership and Training Committee with details on what the ad hoc committee hopes to accomplish and how many members it should have. Pat Reymann confirmed that Calvin has the right as a council member to call for formation of an ad hoc committee according to the council bylaws.
 - **VOTE:** McKinzie Woelfel called for a voice vote. The committee voted **4-2; motion passed.**

- Carissa Weisdorf explained that the Executive Committee has now created the ad hoc committee and the full council will be asked who wants to become a member. At least three council members are needed for the ad hoc committee. The Executive Committee will then appoint the members of the ad hoc committee at its next meeting.
- Carissa was asked if co-chairs will be elected for the ad hoc committee and if those co-chairs would become part of the Executive Committee. Carissa responded yes.
- Pat Reymann explained that the ad hoc committee should be made up of members who can work together toward the goal of coming up with some alternatives to the attendance policy.
- No new business was discussed.

VIII. Announcements

- No announcements.

IX. Adjourn

- McKinzie Woelfel adjourned the meeting at 2:54 p.m.

Meeting Summary:

- The committee co-chairs gave updates to the Executive Committee and committee co-chair nominees were forwarded to the council.
- Recipient reports for prevention, Part A and Part B were provided.
- A steering committee will be formed to direct work on the five-year Integrated HIV Care and Prevention Plan for Minnesota and the Minneapolis-St. Paul Transitional Grant Area (TGA).
- The council attendance policy was debated. A motion passed to form an ad hoc committee to recommend changes to the council bylaws regarding attendance.

Documents distributed before the meeting:

- Proposed agenda
- March 1, 2022 meeting minutes
- Action Item: Minnesota Council for HIV/AIDS Care and Prevention Resource Allocation Process
- Action Items: Minnesota Council for HIV/AIDS Care and Prevention Committee Co-Chair Elections

Additional documents displayed during the meeting:

- NASTAD FY2022 Appropriations for Federal HIV, Hepatitis, and STD Programs Fact Sheet
- Draft Agenda for April 12 Minnesota Council for HIV/AIDS Care and Prevention Meeting

BB/cw