

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

<b>Committee Members Present:</b>	
Joe Amrhein (Needs Assessment and Evaluation)	Jay Orne (Disparities Elimination)
Danielle Brantley (Community Voices)	Sarah Schiele (Disparities Elimination)
Calvin Hillary Hylton (Membership and Training)	Tyrie Stanley (Council Co-Chair, Planning and Allocation)
Julian Hines (Needs Assessment and Evaluation)	Jo Ann Vertetis (Community Voices)
Larry McPherson (Planning and Allocation)	McKinzie Woelfel (Council Co-Chair)
Lesa Nelson (Council Co-Chair)	
<b>Committee Members Absent:</b>	
None	
<b>Guests:</b>	
Thomas Blissett	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Jonathan Hanft	Amy Miller
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Parliamentarian:</b>
Peggy Darrett-Brewer	Pat Reymann, Parliamentarian
<b>Council Staff:</b>	
Carissa Weisdorf, Council Coordinator	Bryan Bick (minutes, not present for meeting)

Quorum Present? **Yes**

- I. **Welcome and introductions:** McKinzie Woelfel called the meeting to order at 1:00 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 the April 5, 2022 meeting were displayed and approved as printed.
- III. **Council co-chair update**
  - Lesa Nelson asked the members of the Executive Committee to remind their respective committees to complete the meeting evaluation after council meetings. There were only four responses to the evaluation last month.
  - Lesa explained that the recipient reports for today's meeting are in written form. They will not be provided verbally today due to time constraints.

#### **IV. Committee Reports**

##### **A. Planning and Allocations Committee**

- Larry McPherson reported that the Planning and Allocations Committee kicked off its preparation work for the priority setting and resource allocation (PSRA) process. Council staff provided training and the committee agreed to use the same resource allocation process as last cycle.

##### **B. Membership and Training Committee**

- Tyrie Stanley read **Action Item: New Membership Election.**
- McKinzie Woelfel called for a voice vote on the Membership and Training Committee's recommendation of Doug Peterson, Damon Romar and Gage Urvina to fill unexpired council terms ending on February 29, 2024. All votes were in favor of the recommendation and a ballot will be given to the council.

##### **C. Needs Assessment and Evaluation Committee**

- Julian Hines and Joe Amrhein reported that the Needs Assessment and Evaluation Committee discussed transportation needs for people living with HIV in Greater Minnesota.
- The committee also received training on using the [data dashboard](#).

##### **D. Disparities Elimination Committee**

- The Disparities Elimination Committee will provide its update at the council meeting on May 10.

##### **E. Community Voices Committee**

- Jo Ann Vertetis reported that the Community Voices Committee will hold a hybrid meeting on Monday, May 9 at the Aliveness Project.

#### **V. Attendance policy ad hoc committee**

- Carissa Weisdorf explained that the committee needs to appoint members to serve on the ad hoc committee.
- Pat Reymann agreed that the Executive Committee needs to name the members of the ad hoc committee and determine who will chair it.
- McKinzie Woelfel stated that she, Larry McPherson, Jo Ann Vertetis and Calvin Hillary Hylton volunteered to serve on the ad hoc committee. She asked if any of those individuals present today wanted to volunteer as chair of the committee. Jo Ann Vertetis volunteered.
- McKinzie Woelfel asked if there was any objection to the ad hoc committee being created, with Jo Ann Vertetis serving as chair and Larry McPherson, Calvin Hillary

Hylton and McKinzie Woelfel serving as additional members. There were no objections and the committee was created by unanimous consent.

**VI. Recipient Reports:** McKinzie Woelfel explained that the recipient reports were provided in written format and will not be discussed to leave time for the co-chair leadership and facilitation training.

**VII. Integrated planning update:** Carissa Weisdorf provided an update on the work of the integrated plan steering committee.

- Carissa explained that the council is required to work with the Minnesota Department of Health (MDH), the Department of Human Services (DHS) and Hennepin County to create the integrated HIV care and prevention plan and submit it to the federal funders at both Centers for Disease Control and Prevention (CDC) and Health Resources and Services Administration (HRSA).
- Carissa stated that the steering committee for the integrated plan development had its kick-off meeting last week. The committee consists of Carissa as the council staff representative, the three council co-chairs, and staff at the three government agencies.
- Carissa explained that the work of the steering committee will be led by an outside project manager retained by DHS.
- Carissa reviewed the activities that were conducted at the kickoff meeting.
  - The steering committee reviewed and discussed a project charter and agreed to work through a shared site on Basecamp.
  - The steering committee looked broadly at the components of the integrated plan and discussed how to divide the work.
  - The steering committee will meet every other week at the beginning of the process. Once the steering committee's workplan is ready, work will be delegated to the relevant council committees.

**VIII. Results of in-person meeting survey**

- Carissa Weisdorf displayed the in-person meeting survey results and reported that 32 council and community members responded. The survey was sent to all council members and community members.
- A council member asked how the response about serving food might be different if the question was worded "if people would be comfortable having food served".
- A council member asked what Hennepin County's current protocols are regarding meeting in person and vaccination requirements. Carissa said that council staff is trying to get those answers from Hennepin County leadership. She shared that Hennepin County has expressed a commitment to enhancing meeting spaces so that Microsoft Teams can be easily integrated to allow for hybrid meetings. Carissa said

that other planning councils that are already doing hybrid meetings have encountered some difficulties with making it work well for everybody.

- Carissa shared that she was surprised at the high number of respondents who said they wanted to continue with virtual meetings. A committee member stated that her preference is to move to a hybrid meeting format.
- A council member asked if Hennepin County has a timeframe set to make decisions about how to conduct meetings. Carissa stated that the in-person meeting survey is a first step, and that the council might not have the authority to require vaccinations or masks at public meetings.
- Carissa pointed out that many respondents stated they would feel more comfortable with rooms that allow social distancing, so recommended this should be incorporated in future on-site meetings.

**IX. Review council meeting agenda:** Carissa Weisdorf displayed and reviewed the ***Proposed Agenda for the May 10, 2020 meeting of the Minnesota Council for HIV/AIDS Care and Prevention.***

**X. Unfinished Business / New Business**

- No unfinished business was discussed.
- No new business was discussed.

**XI. Announcements:** Larry McPherson asked that the committee take a moment of silence in honor of Carissa Weisdorf's cousin.

**XII. Co-chair leadership and facilitation training:** Carissa Weisdorf presented the ***Leadership and facilitation training for co-chairs.***

**XIII. Adjourn:** The meeting adjourned at 3 p.m.

#### **Meeting Summary:**

- The Executive Committee heard updates from the co-chairs of all the council committees.
- The committee voted in favor of recommending Doug Peterson, Damon Romar and Gage Urvina to the full council to fill unexpired council terms ending on February 29, 2024.
- The Executive Committee assigned members and selected a co-chair for the ad hoc committee to review and recommend changes to the council attendance policy.
- An update from the steering committee for the integrated plan was provided.
- Council staff presented the results of the in-person meeting survey.
- Council staff provided leadership and facilitation training for the council and committee co-chairs.

**Documents distributed before the meeting:**

- Proposed agenda
- April 5, 2022 meeting minutes
- Action Item: Minnesota Council for HIV/AIDS Care & Prevention New Membership Election
- In-person meeting survey results
- Part A Update
- Part B Council Update

**Additional documents displayed during the meeting:**

- Proposed Agenda for the May 10, 2020 meeting of the Minnesota Council for HIV/AIDS Care and Prevention
- Leadership and facilitation training for co-chairs

**BB/cw**