

**Minnesota Council for HIV/AIDS Care and Prevention**  
**Executive Committee**  
**Tuesday, June 7, 2022**  
**1:00 – 3:00 p.m.**  
**Microsoft Teams Meeting**  
**Meeting Minutes**

<b>Committee Members Present:</b>	
Joe Amrhein (Needs Assessment and Evaluation)	Tyrie Stanley (Council Co-Chair, Planning and Allocation)
Lesa Nelson (Council Co-Chair)	Jo Ann Vertetis (Community Voices)
Jay Orne (Disparities Elimination)	McKinzie Woelfel (Council Co-Chair)
Sarah Schiele (Disparities Elimination)	
<b>Committee Members Absent:</b>	
Danielle Brantley (Community Voices)	Julian Hines (Needs Assessment and Evaluation)
Calvin Hillary Hylton (Membership and Training)	Larry McPherson (Planning and Allocation)
<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, Administrative Specialist (minutes)

Quorum Present? **Yes**

- I. Welcome and introductions:** Lesa Nelson 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 printed.
  - The minutes from the May 3, 2022 meeting were displayed and approved as printed.
- III. Council co-chair update**
  - McKinzie Woelfel thanked the new committee co-chairs and acknowledged there is a lot to learn. She invited them to share if they would like any additional trainings about meeting facilitation, co-chair duties, council structure, or the schedule of council and committee activities.
  - McKinzie reminded the committee co-chairs to prepare for meetings by deciding in advance who is presenting the committee report and reviewing documents beforehand, especially if there is an action item coming from their committee.

#### IV. Committee Reports

**A. Planning and Allocations Committee:** The **Action Item: Priority Setting Process** was displayed.

- Tyrie Stanley reviewed the action item. He explained that the Planning and Allocations Committee recommends that the council prioritize all fundable Ryan White HIV/AIDS Program Part A and Part B service areas and the use of the paired comparison tool to prioritize the service areas.
  - **Discussion:** There was no discussion. Lesa Nelson proposed a voice vote on the recommendation. There were no objections to holding a voice vote.
  - **Vote:** The recommendation passed unanimously and will be forwarded to the full council.

**B. Membership and Training Committee:** There was no update from the Membership and Training Committee. There will be a written committee report for the full council next week.

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

- Joe Amrhein reported that the next meeting of the Needs Assessment and Evaluation Committee will focus on HIV testing and treatment in jails and prisons. Rachel Sandler Silva, MD, MPH, the medical director of Hennepin County Adult Detention Center, will present.
- Joe stated that the committee is also interested in other county corrections systems and wants to learn if there is unmet need in those settings.

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

- Jay Orne reported that the Minnesota Department of Health (MDH) presented its priority populations for their next request for proposal (RFP) and the Disparities Elimination Committee (DEC) gave feedback.
- Jay shared that DEC discussed the priority setting process for Part A Minority AIDS Initiative (MAI) funds.

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

- Jo Ann Vertetis reported that the Community Voices Committee (CVC) held a hybrid meeting on May 9 at the Aliveness Project, using hybrid meeting technology owned by Aliveness. She said it worked well but there were some audio issues with participants in the room not being heard clearly by remote participants.
- Jo Ann stated that CVC discussed and ranked Ryan White HIV/AIDS Program service areas.

- Jo Ann stated there were a few participants who had never been to a Community Voices Committee meeting before, and some expressed interest in joining the council. Council staff sent the application to them.

#### **F. Attendance Policy Ad Hoc Committee**

- Jo Ann Vertetis reported that the ad hoc committee discussed ideas for modifying the council attendance policy to make it more forgiving when a member is grieving the death of a loved one.
- Jo Ann stated that the committee will draft a written statement with parliamentarian Pat Reymann's feedback and likely present a proposal to the council in July.

### **V. Recipient Reports**

#### **A. Part A:** Jonathan Hanft provided the report from Part A.

- Jonathan shared that Hennepin County Ryan White received the final Part A award for fiscal year 2022, which started March 1, 2022. The final award was about a 5% increase from last year. Jonathan displayed **Part A Grant Awards: 2022 vs 2021**.
  - The total award is \$6,123,419.
  - There was a 10.1% increase in the supplemental award.
  - About \$250,000 of the increase must be allocated for services. Jonathan stated that a proposal will go to the Planning and Allocations Committee this month and then a plan to add the additional funds to the current allocations will go to the full council in July.
  - Jonathan added this is the first time there has been an increase to the award in five years. There are a few reasons for the increase.
    - Congress appropriated a 2.2% increase for Ryan White Part A this year.
    - There was a COVID-based waiver in place of the requirement to submit an estimated unobligated balance by the end of the calendar year. There was a significant balance of unobligated funds among all Part A jurisdictions in 2021 which added to the funds available in 2022.
    - Hennepin County Ryan White did well on the competitive portion of its grant application which led to the increase in the supplemental award.
- As part of the Communities Advocating Emergency AIDS Relief (CAEAR) Coalition, Hennepin County Ryan White was part of a quarterly meeting with the Health Resources and Services Administration HIV/AIDS Bureau (HRSA/HAB). Jonathan shared updates from that meeting.
  - Updates to the Part A and Part B monitoring standards are being finalized and should be issued within the next couple months. It will be the first update since 2013.
  - The Part A grant recipient manual is also being updated.

- A planning council supplement is also in development and will be issued after the Part A manual is updated.
- Jonathan shared information about the HIV outbreak in Hennepin and Ramsey Counties among people who inject drugs (PWID).
  - Three additional cases have been identified since the last meeting of the Executive Committee, bringing the total to 102 cases.
  - As part of Hennepin County's public health clinical services, Healthcare for the Homeless is building a new infectious disease response team.
  - The county is also adding specific activities to increase testing and treatment for syphilis among PWID who are homeless. There has been an increase in syphilis cases of about 30% in Hennepin County between 2020 and 2021. Unhoused PWID are especially vulnerable to increases in sexually transmitted infections, especially syphilis.
  - Hennepin County is also working on activities to connect people with hepatitis C to care and treatment.
- Jonathan announced that the Ryan White National Care Conference will be held virtually August 23-26. It is open to all. Jonathan shared the link for conference registration: <https://ryanwhiteconference.hrsa.gov/>
- Jonathan updated the Executive Committee on Part A staffing.
  - Two interns are joining Hennepin County Ryan White for the summer.
    - Joe Amrhein is completing his graduate school internship focusing on developing capacity, best practices, and tools for providers on engaging consumers in their programming.
    - Fatoumata Traore is an intern from Health Career Connection, a national nonprofit that works on diversifying the public health workforce. Fatoumata will work on Aurin Roy's project to study facilitators and barriers to housing for persons living with HIV who are unhoused or unstably housed.
  - Two vacant Hennepin County Ryan White positions should be posted this week for external applicants. They are the Quality Management Coordinator position and the Data Analyst position.
  - Thuan Tran is leaving the Ryan White program and transferring to another program within Hennepin County. That position should be posted within the next couple weeks for internal applicants. If there are none it will be posted for external candidates.

**B. Part B:** Thomas Blissett provided the report from Part B.

- Thomas Blissett shared that Part B has not yet received its final award notice. It should be available by the end of June or the beginning of July.
- Thomas reported that the Department of Human Services is not ready to announce which agencies were funded from their recent request for proposal (RFP) because a

couple contracts are still not fully executed. Thomas said the announcement might be ready for the council meeting on June 14.

- Thomas stated that one of the three vacant positions at the Department of Human Services (DHS) has been filled internally by Abigail Franklin. She will start on June 8. Two additional individuals will start in July and will be announced once Human Resources finalizes their hires.
- Thomas shared that Program HH is finalizing its forms in electronic format.
- Thomas stated that DHS is assessing the recent elimination of the six-month recertification requirement to see if providers have heard of any challenges.

**C. Prevention:** Peggy Darrett-Brewer provided the prevention update from the Minnesota Department of Health (MDH).

- Peggy shared that the release for 2021 sexually transmitted disease (STD) surveillance data is scheduled for June 29.
- MDH will host a three-day virtual learning series on syphilis in October 2022. Peggy will provide more information as it becomes available.
- Peggy reported that the pop-up testing event in north Minneapolis with MDH and several community agency partners was a great success.
  - The event offered testing for HIV, hepatitis C, and syphilis. About 150 individuals received testing and COVID-19 vaccinations were administered to 25 individuals.
  - One new HIV case and one previous HIV case were identified at the event, along with one hepatitis C and one syphilis case.
  - There was a threat of gun violence that caused the event to be shut down a little early. The security team assisted with a safe evacuation from the event.
  - Peggy was asked if there will be additional popup testing events. She stated that MDH hopes to do additional events, hopefully in south Minneapolis and Duluth.
- Peggy stated she will distribute a [fact sheet about monkeypox](#). She reported that there are no known cases of monkeypox in Minnesota at this time, and the closest case is in Illinois. She stated that it can be transmitted through sexual contact.
- Peggy shared that the [HIV prevention programs request for proposal \(RFP\)](#) was announced a couple weeks ago. MDH will be looking for community reviewers for the RFP. Peggy said she will distribute a link to the [online application](#).

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

- Carissa shared that council staff, council co-chairs, and government representatives from each of the three responsible government agencies are participating.
- She stated that a workplan has been created with the guidance of a project manager sponsored by DHS.

- Carissa Weisdorf reported the steering committee is gathering data and resources to complete the epidemiological snapshot, the resource inventory, and the needs assessment. Priorities from the review of those data will be brought to the council.
- She shared that Lizzie McNamara, the project manager, will provide monthly updates to the council starting with next month's meeting.
- Carissa stated that technical assistance (TA) on integrated planning is available from the Integrated HIV/AIDS Planning Technical Assistance Center (IHAP-TAC).
  - Their next TA session is an [integrated planning Q & A](#) on June 30.
  - Carissa will participate in the panel along with individuals from several other jurisdictions.

## VII. Council staff update and review council meeting agenda

- Carissa stated that the results of the in-person council meeting survey were reviewed and shared with the project team at Hennepin County that is working on reopening spaces for in-person work.
  - That team confirmed that ventilation of current meeting and office space at Hennepin County's Health Services Building (HSB) was evaluated early in the pandemic.
  - County administration said that the council will not be able to set its own COVID precaution requirements (such as requiring vaccination or masks). The county administrator is watching COVID transmission rates and will readjust COVID safety measures if appropriate.
  - HSB will not have in-room hybrid meeting technology until January 2023 or later. There is currently a floor at the Government Center that has the technology.
  - Carissa stated that the Community Voices Committee (CVC) had a hybrid meeting at the Aliveness Project using their technology. She reported that those meetings will continue to meet in a hybrid format.
  - Carissa said that the Executive Committee and the council may start holding hybrid meetings in September at the Government Center if they choose.
- Carissa Weisdorf shared and reviewed the ***Proposed Agenda for the June 14, 2022 meeting of the Minnesota Council for HIV/AIDS Care and Prevention.***
- Bryan Bick reported that an orientation for new council members was held Friday, June 3. The new council members in attendance were engaged and had great questions.
- Carissa added that it is an Executive Committee responsibility to evaluate council operations and the committee has handed over this duty to the Needs Assessment and Evaluation Committee. She explained this is done twice a year with an online survey. She asked which committee should announce the evaluation during the committee summary reports this month. Multiple council members felt it should stay with the Needs Assessment and Evaluation Committee.

- Carissa stated that the annual update on the council training plan will be provided by the Membership and Training Committee in its update at the council meeting.

**VIII. Training on parliamentary procedure:** Pat Reymann presented the *“What is Robert’s? Why is it important?” training.*

- Pat covered making a motion to adjourn a meeting. She was asked if it is possible to do this without giving a reason.
  - Pat replied that yes, a motion can be made to adjourn a meeting without giving a specific reason, and anything left on the agenda gets moved to unfinished business on the next meeting.
  - She said if there is a specific reason to mention (such as being way over time), that should be mentioned before stating “I move to adjourn.”
- Pat said she is available to support committee co-chairs when they have specific questions about something that happened in a meeting, or to answer general questions about Robert’s Rules.
- Carissa Weisdorf added there is a flag in the meeting facilitation binder on the document explaining the steps of how to process a motion. She encouraged co-chairs to have this handy as they facilitate meetings.
- Carissa also stated that council staff can purchase a copy of the Robert’s Rules of Order book for any council member who wants one.
- Pat was asked about the process for reviewing and approving minutes from the prior meeting. Pat clarified that you ask if there are any corrections and then the minutes are approved, and you do not vote on whether to approve them.

**IX. Unfinished Business / New Business**

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

**X. Announcements and Adjourn**

- No announcements were made.
- Lesa Nelson adjourned the meeting at 2:53 p.m.

**Meeting Summary:**

- The Executive Committee voted in favor of the Planning and Allocations Committee’s recommendation to prioritize all fundable Ryan White HIV/AIDS Program Part A and Part B service areas and to use the paired comparison tool in its priority setting process.
- The Executive Committee heard updates from the co-chairs of the council committees, the recipients, and council staff.
- Parliamentarian Pat Reymann provided training to the committee on parliamentary procedure.

**Documents distributed before the meeting:**

- Proposed agenda
- May 3, 2022 meeting minutes
- Action Item: Minnesota Council for HIV/AIDS Care & Prevention Priority Setting Process
- In-person meeting survey results
- Part A Update
- Part B Council Update

**Additional documents displayed during the meeting:**

- Part A Grant Awards: 2022 vs 2021
- Proposed Agenda for the June 14, 2020 meeting of the Minnesota Council for HIV/AIDS Care and Prevention
- "What is Robert's? Why is it important?" training

**BB/cw**