

**Minnesota Council for HIV/AIDS Care and Prevention
Executive Committee
Tuesday, July 5, 2022
1:00 – 3:00 p.m.
Microsoft Teams Meeting
Meeting Minutes**

Committee Members Present:	
Joe Amrhein (Needs Assessment and Evaluation)	Lesa Nelson (Council Co-Chair)
Danielle Brantley (Community Voices)	Jay Orne (Disparities Elimination)
Julian Hines (Needs Assessment and Evaluation)	Tyrie Stanley (Council Co-Chair, Planning and Allocation)
Larry McPherson (Planning and Allocation)	
Committee Members Absent:	
Calvin Hillary Hylton (Membership and Training)	Jo Ann Vertetis (Community Voices)
Sarah Schiele (Disparities Elimination)	McKinzie Woelfel (Council Co-Chair)
Guests:	
Thomas Blissett, DHS	
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:** Lesa Nelson called the meeting to order at 1:02 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 June 7, 2022 meeting were displayed and approved as printed.
- III. **Council co-chair update**
 - Tyrie Stanley said the council co-chairs are wondering about cancelling the Executive Committee meeting in August since the first council meeting for the Priority Setting and Resource Allocation process is taking place the same day, August 2.
 - Pat Reymann recommended that a formal motion should be made to cancel the August meeting of the Executive Committee.
 - **MOTION:** Tyrie Stanley moved to cancel the Executive Committee meeting on August 2, 2022. The motion was seconded.
 - **DEBATE:** A committee member asked for clarification on the meeting schedule for August. Carissa Weisdorf explained that a council meeting is scheduled for

August 2 in addition to the regular monthly council meeting on August 9. The meeting being considered for cancellation is the Executive Committee meeting on August 2.

- **VOTE:** Lesa Nelson called for a voice vote. The motion was adopted unanimously.
- Jonathan Hanft informed the committee that the Part A virtual site visit team requested to meet with Executive Committee members on August 8.
- Tyrie asked the committee co-chairs to encourage council members to fill out the post-council meeting evaluation each month. He reported that last month six members completed the survey.

IV. Committee Reports

A. Planning and Allocations Committee

- Larry McPherson presented the **Action Item: FY 2022 Post Award Allocation Proposal**.
 - A committee member asked why the vote was 1-0 and if quorum had been established at the time.
 - Jay Orne explained that all but one of the members of the Disparities Elimination Committee who were in that meeting had a conflict of interest with the medical case management service area.
 - Carissa Weisdorf added that the committee met quorum at the start of the meeting, and conflict of interest was managed, so the committee proceeded with the vote.
 - **MOTION:** Larry McPherson moved to forward the FY 2022 Post Award Allocation Proposal brought forward by the Planning and Allocations Committee (PAC) to the council.
 - **DISCUSSION:** There was no discussion.
 - **VOTE:** Lesa Nelson called for a voice vote. The motion was adopted unanimously.
- Larry McPherson presented the **Action Item: Directive for FY 2022 Part A Increase to Housing**.
 - **MOTION:** Larry McPherson moved to forward the recommendation from PAC that the council approve the directive to Part A to prioritize housing unhoused people who inject drugs and American Indian and Alaska Native HIV positive individuals with the additional \$183,900 allocated to housing in FY 2022.
 - **DEBATE:** A committee member thanked the Disparities Elimination Committee and Ryan White Part A for working on and hopefully accepting the directive. The member stated it was their first time putting a directive in place during their tenure with the council.
 - **VOTE:** Lesa Nelson called for a voice vote. The motion was adopted unanimously.

B. Membership and Training Committee: There was no report from the Membership and Training Committee.

C. Needs Assessment and Evaluation Committee: Joe Amrhein gave the report.

- Joe shared that the Needs Assessment and Evaluation (NAE) Committee met last week and heard a presentation from Dr. Rachel Sandler Silva, medical director at the Hennepin County Adult Detention Center. (HCADC). She provided information on how HIV testing and treatment are handled at HCADC. She explained that enrollment in the AIDS Drug Assistance Program (ADAP) is not automatic for people who are in custody there.
- The committee learned about differences between HCADC in downtown Minneapolis and the Hennepin County Adult Corrections Facility in Plymouth. The medical care systems are different because HCADC is connected to Hennepin County Public Health, but the Adult Corrections Facility's medical care is contracted out to a for-profit company, Centurion Health.

D. Disparities Elimination Committee: Jay Orne gave the report.

- Jay stated that the Disparities Elimination Committee (DEC) worked on the two action items that were just voted on by the Executive Committee.
- Jay reminded the committee that a Hard Topics discussion facilitated by Jay and Sarah Schiele is scheduled for July 19.

E. Community Voices Committee: Danielle Brantley shared that the next meeting of the Community Voices Committee is scheduled for Monday, July 11. It will be in-person at the Aliveness Project, with an option to attend virtually as well.

F. Attendance Policy Ad Hoc Committee: Carissa Weisdorf gave the report.

- Carissa shared that the ad hoc committee met, and following the meeting she, Jo Ann Vertetis, and Pat Reymann met to finalize the language for a proposed amendment to the bylaws.
- Carissa explained that the amendment will likely come to the Executive Committee for a vote in September.

V. Recipient Reports

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

- Jonathan shared details on the upcoming site visit from the Health Resources and Services Administration (HRSA) site visit during the week of August 8. There are a couple parts of the site visit that require council involvement.
 - There is an entrance conference on Monday, August 8 from 9:00 to 10:45 a.m. that the council co-chairs will attend.

- The site visit team will meet with the Executive Committee on Monday, August 8 from 12:00 to 2:00 p.m.
- There will be a meeting with clients on Monday, Aug 8 from 2:05 to 3:35 p.m. The site visit team is looking to meet with 10 to 12 clients who are unaligned consumers of Part A services.
- *[Lesa Nelson handed facilitation of the meeting over to Tyrie Stanley.]*
- The council co-chairs will be asked to attend the site visit exit conference on Friday, August 12 from 11:00 a.m. to 12:30 p.m.
- Jonathan stated that the final federal financial report for FY 2021 is due on July 29.
 - That report will determine final expenditures for 2021 and the amount of funds that Hennepin County Ryan White will request to carry over into the current fiscal year.
 - Jonathan explained that a carryover proposal will come to the Planning and Allocations Committee (PAC) then to the council.
- Jonathan said that the program terms report and the programs submissions report are due soon. The program submissions report includes a roster of council members and a council reflectiveness chart.
- Jonathan provided a report on the HIV outbreak in the Metro area.
 - There have not been any new cases reported in the Metro area outbreak since last month. The case count stands at 102.
 - The Minnesota Department of Health (MDH) has completed some molecular analysis from the data it has received, which may or may not increase the number of HIV cases that are included in the outbreak.
- Jonathan shared that the Hennepin County Ryan White team has four vacant positions. Interviews for the quality management coordinator and the data analyst should start in the next couple weeks.
- *[Lesa Nelson resumed facilitation of the meeting.]*

B. Part B: Thomas Blissett presented the ***Part B Administrative Updates.***

- Thomas explained that he forwarded the spending allocation for Part B to council staff.
- Carissa Weisdorf displayed ***Ryan White Part B: Funding July 1, 2022-June 30, 2023.***

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

- Peggy shared that the request for proposal (RFP) for HIV prevention is set to be published on July 15.
- Peggy gave an update on monkeypox.
 - There are six confirmed cases of monkeypox in Minnesota as of July 1.

- MDH has formed a response team of epidemiologists that are conducting investigations and disseminating information to clinical and community providers.
- MDH has a page on its website about monkeypox that is updated weekly, [Monkeypox - Minnesota Dept. of Health \(state.mn.us\)](https://www.state.mn.us/health/monkeypox/). Peggy also shared a [factsheet on monkeypox for people who are sexually active](#) from the Centers for Disease Control and Prevention.
- Peggy was asked if cases of monkeypox that have been identified in Minnesota are among people who have traveled abroad. Peggy said she will get that information and share it with the Executive Committee.

VI. Council staff update and review council meeting agenda

- Carissa Weisdorf gave additional details on the Hard Topic discussion.
 - It is scheduled for Tuesday, July 19 at 10:00 a.m. and expected to last about 45 minutes.
 - A calendar invite was sent to all council and committee members. Attendance is encouraged but not required. More information on the topic is in the meeting invitation.
 - Carissa said the council will probably go back to holding Hard Topic discussions right after council meetings, but staff is open to what people prefer.
 - A committee member stated that they prefer the Hard Topic discussions to take place on a different day because it allows more time for discussion and encourages people to bring their ideas forward.
- Carissa reminded the committee that paired comparison spreadsheets were emailed to council members last week. She asked if people got them and if they have started to use the available data to work on them.
- Bryan reminded members to also fill out and return updated conflict of interest forms and to complete the council orientation e-training module if they have not already done so.
- Carissa displayed the ***MCHACP July 12, 2022 Agenda***. There were no questions or proposed changes from the Executive Committee.

VII. Training for co-chairs: Carissa Weisdorf presented the ***Executive Committee training***.

- A committee member asked about when someone with conflict of interest abstains from a vote, and how that is documented. Carissa stated that each committee member's vote is recorded in the minutes, including if they abstained.
- A committee member asked for clarification on when council members with conflict of interest are asked to leave the meeting. Carissa clarified that they can be present for the discussion to provide information on the topic. Once the motion is made, anyone who is in conflict of interest must leave the room before debate begins, and abstain from voting.

VIII. Unfinished Business / New Business

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

IX. Announcements: There were no announcements.

X. Adjourn: Lesa Nelson adjourned the meeting at 2:22 p.m.

Meeting Summary:

- The committee adopted motions to forward the FY 2022 Post Award Allocation Proposal and the Directive for FY 2022 Part A Increase to Housing to the council.
- Council staff provided an Executive Committee Training.

Documents distributed before the meeting:

- Proposed agenda
- June 7, 2022 meeting minutes
- Action Item: FY 2022 Post Award Allocation Proposal
- Action Item: Directive for FY 2022 Part A Increase to Housing

Additional documents displayed during the meeting:

- Part B Administrative Updates
- Ryan White Part B: Funding July 1, 2022-June 30, 2023
- MCHACP July 12, 2022 Agenda
- Executive Committee Training

I. Electronic vote prior to August 9, 2022 council meeting

- Because action items came up between meetings, the council co-chairs asked Executive Committee members if anyone objected to holding an electronic vote for four action items. No objections were made.
- On August 1, council staff sent an email to Executive Committee members with the four action items and a link to a ballot to vote aye or no to forward each action item to the council. Tyrie Stanley moved to forward the following action items to the council:
- **ACTION ITEM:** The Planning and Allocations Committee recommends the approval of the attached fiscal year 2022 pre-award allocations proposal with a waiver. **VOTE:** The motion was approved with a vote of 7 ayes and 0 nos.

First Name	Last Name	Conflict of Interest	Vote
Joe	Amrhein	N/A	Aye
Danielle	Brantley	N/A	Aye
Calvin	Hillary Hylton	N/A	Aye

Larry	McPherson	N/A	Aye
Lesla	Nelson	N/A	Aye
Jay	Orne	N/A	Aye
McKinzie	Woelfel	N/A	Aye

- **ACTION ITEM:** The Planning and Allocations Committee recommends the council approve the attached Part A carryover proposal. **VOTE:** The motion was approved with a vote of 7 ayes and 0 nos.

First Name	Last Name	Conflict of Interest	Vote
Joe	Amrhein	N/A	Aye
Danielle	Brantley	N/A	Aye
Calvin	Hillary Hylton	N/A	Aye
Larry	McPherson	N/A	Aye
Lesla	Nelson	N/A	Aye
Jay	Orne	N/A	Aye
McKinzie	Woelfel	N/A	Aye

- **ACTION ITEM:** The Membership and Training Committee recommends Antwon Davis for consideration of membership to fill an unexpired term ending on February 29, 2024. **VOTE:** The motion was approved with a vote of 7 ayes and 0 nos.
- **ACTION ITEM:** The Membership and Training Committee forwards the recommendation that James McMurray is elected to serve as co-chair of the Membership and Training Committee. **VOTE:** The motion was approved with a vote of 6 ayes and 1 no.

BB/cw