

**Minnesota Council for HIV/AIDS Care and Prevention  
Executive Committee  
Tuesday, September 6, 2022  
1:00 – 3:00 p.m.  
Microsoft Teams Meeting  
Meeting Minutes**

<b>Committee Members Present:</b>	
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)	Sarah Schiele (Disparities Elimination)
Calvin Hillary Hylton (Membership and Training)	Tyrie Stanley (Council Co-Chair, Planning and Allocation)
James McMurray (Membership and Training)	Jo Ann Vertetis (Community Voices)
Larry McPherson (Planning and Allocation)	McKinzie Woelfel (Council Co-Chair)
<b>Committee Members Absent:</b>	
<b>Guests:</b>	
Shea Amaro, DHS	Trillian Patneau, DHS
Sokun Derosier, DHS	
<b>Hennepin County (Part A) Representative:</b>	
Jonathan Hanft	<b>DHS (Part B) Representative:</b>
	Amy Miller
<b>MDH (Prevention) Representative:</b>	
Jose Ramirez	<b>MCHACP Parliamentarian:</b>
	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 1:00 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 July 5, 2022 meeting were displayed and approved as printed.
- III. Council co-chair update:** Tyrie Stanley shared that the council meeting on September 13 will be held in a hybrid format.
  - The in-person meeting will be held in the lower level of the Health Services Building.
  - There will also be a virtual option using Microsoft Teams.

#### IV. Committee Reports

**A. Planning and Allocations Committee:** This committee did not meet in August.

#### B. Membership and Training Committee

- Calvin Hillary Hylton presented **Action Item: Amendment to MCHACP Practices and Procedures Document.**
- **MOTION:** Calvin Hillary Hylton moved to forward the recommended changes to the MCHACP Practices and Procedures document to the full council.
- **DEBATE:** Lesa Nelson called for debate. Tyrie Stanley clarified that this action item arose from an annual review of the MCHACP Practices and Procedures document, and that it is unrelated to the work of the ad hoc committee that has been examining the bylaws related to council attendance.
- **VOTE:** Lesa requested a roll call vote on the motion. The motion was approved with a vote of 11 ayes and zero nos.

Name		COI?	Vote	Name		COI?	Vote
Joe	Amrhein	N	Aye	Jay	Orne	N	Aye
Danielle	Brantley	N	Aye	Sarah	Schiele	N	Aye
Calvin	Hillary Hylton	N	Aye	Tyrie	Stanley	N	Aye
Julian	Hines	N	Aye	Jo Ann	Vertetis	N	Aye
James	McMurray	N	Aye	McKinzie	Woelfel	N	Aye
Larry	McPherson	N	Aye				

**C. Needs Assessment and Evaluation Committee:** Joe Amrhein reported that the committee received information about HIV care and prevention efforts in the Hennepin County Adult Detention Center, and they are now trying to reach someone from the Hennepin County Adult Correction Center in Plymouth to present on the continuity of care for HIV-positive individuals in that facility.

**D. Disparities Elimination Committee:** Jay Orne provided the report.

- Lizzie McNamara spoke to the Disparities Elimination Committee about determining priorities for the integrated plan.
- The committee discussed submitting a data request to the government agencies about mental health services and psychosocial supports.
- The committee continued talking about the hard topics discussion in July. One of the committee members is planning to assemble a group that can start planning for a town hall discussion in the Duluth area.
- The committee members were asked to think about someone they could contact about joining the council.

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

- Jo Ann Vertetis stated that the committee will meet next on Monday, September 12. The agenda is open.
- Jo Ann mentioned that most deaths among the HIV community aren't caused by AIDS, but by other causes. She suggested the Community Voices Committee could talk about auxiliary care that people are missing to help them manage other conditions like diabetes, nutrition, and heart disease.

#### **F. Attendance Policy Ad Hoc Committee: Jo Ann Vertetis presented *New Bylaw 2.9 Leave of Absence.***

- Jo Ann explained that the ad hoc committee came up with this proposed change because a life situation that initially seems resolvable in a short time can get more serious and lead to more absences than the council allows.
- A committee member explained that this is being brought to the Executive Committee now in accordance with the council bylaws amendment process. Carissa Weisdorf shared the language from the bylaws in the chat, stating that "bylaws may be amended by a 2/3 vote of those members present and voting at a council meeting at which a quorum is present, provided that the amendment has been reviewed by the Executive Committee and written notice of the proposed change was given at the previous council meeting.
- A committee member stated they feel like the proposed bylaw change is incomplete. They expressed concern that a council member who is close to being removed from the council for missing too many meetings would be able to use the leave of absence to avoid that consequence.
  - Jo Ann responded that the drafted bylaw amendment does not specify reasons why someone would be granted a leave of absence, and it was written that way on purpose.
  - A committee member interpreted the proposed new bylaw to mean that if a council member took a leave of absence, the attendance policy would go into effect again once they returned. It would not erase prior attendance issues. The members of the attendance policy ad hoc committee who were present confirmed that taking a leave of absence would not "erase" your previous absences.
  - Another committee member felt that there needs to be a clear definition of what a leave of absence means. They wanted it to clearly state that it is not intended to be used just to get yourself back in good standing with the attendance policy.
  - Jo Ann explained that the language in the draft bylaw was discussed extensively by the attendance policy ad hoc committee, and it is intended to be used in a good-faith manner when council members need it.

- The committee member who brought up the initial concern asked to have the proposed bylaw change sent back to the attendance policy ad hoc committee for further revision.
  - Jo Ann Vertetis asked for clarification from the Executive Committee on what they want to change.
  - Pat Reymann stated that the Executive Committee should discuss now what it thinks should be in the proposed bylaw amendment, but this is not the venue to make an amendment to the language.
  - A committee member added that they like the language as it is right now and would like to move it forward. They suggested that if someone wants to propose a change they can do so as an amendment when the bylaw language goes before the full council.
- **MOTION:** Calvin Hillary Hylton moved to send the new bylaw 2.9 back to the attendance policy ad hoc committee to work through language that might conflict with the other bylaws related to attendance. The motion was seconded.
- **DEBATE**
  - Pat Reymann mentioned there is nothing in the action item from the ad hoc committee that would create a conflict with the bylaws. She explained that the changes to the ***MCHACP Practices and Procedures Document*** that came from the Membership and Training Committee include guidelines that conflict with the council bylaws regarding attendance.
  - A committee member stated that the ad hoc committee was formed to review the attendance policy and this amendment was the result of that review. They said the Executive Committee needs to hold a vote.
  - Carissa Weisdorf added that the Executive Committee will start its biannual review of the bylaws in October and can use that process to make sure all bylaws agree.
- **VOTE:** Lesa Nelson called for a roll call vote. The motion was lost with a vote of four ayes and seven nos.

Name		COI?	Vote	Name		COI?	Vote
Joe	Amrhein	N	No	Jay	Orne	N	No
Danielle	Brantley	N	No	Sarah	Schiele	N	No
Calvin	Hillary Hylton	N	Aye	Tyrie	Stanley	N	Aye
Julian	Hines	N	Aye	Jo Ann	Vertetis	N	No
James	McMurray	N	Aye	McKinzie	Woelfel	N	No
Larry	McPherson	N	No				

- Pat explained that said since the motion will not be sent back to the ad hoc committee, there needs to be a vote on whether the Executive Committee forwards

the action item to the full council. She said the motion to do so was already made at the beginning of the report by the attendance policy ad hoc committee.

- **MOTION:** Jo Ann Vertetis moved to forward ***New Bylaw 2.9 Leave of Absence*** to the council.
- **DEBATE:** Lesa Nelson called for any debate. There was none.
- **VOTE:** Lesa called for a roll call vote. The motion passed with a vote of eight ayes and two nos.

Name		COI?	Vote	Name		COI?	Vote
Joe	Amrhein	N	Aye	Jay	Orne	N	Aye
Danielle	Brantley	N	Aye	Sarah	Schiele	N	Aye
Calvin	Hillary Hylton	N	No	Tyrie	Stanley	N	No
Julian	Hines	N	Aye	Jo Ann	Vertetis	N	Aye
James	McMurray	N	Not present for vote	McKinzie	Woelfel	N	Aye
Larry	McPherson	N	Aye				

**V. Review results of recent council and committee operations evaluation:** Carissa Weisdorf reviewed the ***June 2022 Scored Evaluation Results*** and the ***June 2022 Evaluation Results***.

- Carissa explained that the Needs and Evaluation (NA&E) Committee already reviewed these results and had several recommendations.
  - NA&E recommended that council/committee co-chairs can propose moving a less-important or less time-sensitive item to the next meeting. Pat Reymann clarified that if this happens, it goes under unfinished business in the next meeting’s agenda.
  - They suggested that experienced council members could reach out to their peers after a meeting to make sure they understand the proceedings and are able to get their questions answered.
  - NA&E proposed adding structure for making sure questions get answered during a presentation. They suggested having people put their questions in the meeting chat or in a “parking lot;” alternately, the speaker could be sure to stop halfway through a presentation to address questions.
  - Another suggestion from NA&E was to conduct a hard topics discussion on how to decrease barriers to participation during council meetings.
  - NA&E suggested that training from an outside consultant on how to address power dynamics within the council would be beneficial.
- A committee member suggested that online facilitation tools like Jamboard could be useful because they allow meeting participants to make comments anonymously.

- A committee member suggested sending out the icebreaker question in advance so that people can prepare an answer without having to take time to think about it during the meeting. Others suggested that meeting participants can be invited to skip the question and answer in the chat if they need more time.
- Carissa mentioned that the Membership and Training Committee (M&T) will also review the evaluation results to see what training needs have been identified.
  - A committee member asked if training on diversity and inclusion can happen now that meetings are moving back to hybrid and in-person. Carissa said that M&T can discuss that.
  - A committee member suggested that training in using meeting facilitation tools would be helpful to encourage more engaging conversations.

## **VI. Recipient Reports**

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

- Jonathan provided information on the site visit from the Health Resources and Services Administration (HRSA).
  - Jonathan thanked the Executive Committee for meeting with the site visit consultants.
  - He stated that the site visit went well, and the consultants gave compliments on how Hennepin County administers the Part A grant and how engaged the council members are.
  - Three strengths and four findings were identified. The findings will need to be addressed with a corrective action plan.
    - One finding was that the council has unfilled vacancies in representation.
    - Another finding was that all council members must adhere to term limits. This council's bylaws allow for one council member who does not adhere to term limits because they are appointed by the Minnesota Department of Health section manager.
    - The site visit team also stated that, per the Part A Manual, non-appointed council members cannot participate in a governance committee. Currently there are non-appointed community members who serve as committee co-chairs and belong to the Executive Committee. These members can still attend Executive Committee meetings and serve as co-chairs on committees, but they won't be able to vote or make motions in the Executive Committee.
    - A committee member suggested that a public comment period be added to the agenda of the Executive Committee meetings.

- A committee member asked if it would affect the membership of the Grievance Committee. Carissa responded that there are only full council members on that committee.
- Jonathan reported that the FY 2021 carryover request that was approved by the council has been submitted to HRSA.
- Jonathan stated that the non-competing continuation progress report for Part A is due October 3. The council co-chairs must sign a letter of assurance that all council planning requirements are being met, including the Assessment of the Administrative Mechanism.
- Jonathan reported that a new Centers for Disease Control and Prevention public health associate, Aubrey Hagen, will start October 11. A new data analyst has also been hired and will start September 26.
- A committee member asked what the fiscal findings from the site visit were. Jonathan explained that they were both related to services funded through fee-for-service contracts. The site visit team found that Hennepin County needs to improve how it documents allocation of costs for those services.

**B. Part B:** Amy Miller presented the ***Part B Administrative Updates.***

- A committee member mentioned a recent newspaper article that was critical of how the Department of Human Services (DHS) contracts for housing and transportation services.
  - Amy responded that each section at DHS does its own contracting and HIV services were not included in that article.
  - Amy added that the mileage reimbursement rate in the transportation contracts for Mayo Clinic and Rural AIDS Action Network increased as of Sept. 1 Mayo Clinic and RAAN increased their mileage rate, and food voucher increases were implemented in the last contract cycle.
  - Jonathan Hanft added that housing subsidy amounts are based on the Housing and Urban Development's guidelines. Those guidelines are based on median income and median rental charges within each jurisdiction. They get adjusted as rental prices go up.

**C. Prevention:** Jose Ramirez provided the prevention report from the Minnesota Department of Health (MDH).

- The request for proposal (RFP) has closed. MDH received 44 proposals from 22 agencies and has begun its review process.
- A new HIV nurse educator, Jean Larson, has been hired.
- Jose gave an update on monkeypox in Minnesota. He has been reassigned to work on monkeypox initiatives at MDH.
  - Jose encouraged the committee members to sign up for the weekly MDH [email newsletter updates on monkeypox](#).

- There are 141 confirmed cases of monkeypox in Minnesota as of today. Most are in the Metro area, but there have also been some in Greater Minnesota, particularly Duluth.
- The age range of cases is 20 to 67 years old, with a median age of 33.
- 96% of cases are male, 4% female.
- The racial background of monkeypox cases continues to be mostly white non-Hispanic, but trends are increasing in Black and Hispanic populations.
- There have been zero reported deaths, and four hospitalizations, mainly for pain management.
- Cases peaked in July and are slowly starting to decrease. It is still uncertain if that trend will continue.
- The Minnesota Department of Health is holding weekly community calls on monkeypox for community leaders and community members.
- Everyone should be able to get tested for monkeypox at their primary care provider. People can go to a local public health clinic if they don't have primary care established.
- To get vaccinated, people should check with their primary care provider. Otherwise, they can go to the Red Door Clinic, Clinic 555, or the St. Louis County Public Health clinic.

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

- Carissa said, due to time, the committee can discuss planning a World AIDS Day event at its next meeting. Council members had suggested holding a breakfast. Tyrie Stanley, Julian Hines, and Jo Ann Vertetis expressed interest in helping with the planning.
- Carissa displayed the ***MCHACP September 13, 2022 Agenda***. There were no questions or proposed changes from the Executive Committee.
- Carissa announced that it will be the first hybrid meeting of the council. The council will reimburse parking and mileage, and lodging for council members who are traveling from out of town.
- Carissa shared that the Executive Committee will begin reviewing the council bylaws next month. She has kept track of potential bylaws changes since the last review and sent the bylaws to attorneys at Hennepin County for review.

**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 3:17 p.m.**



**Meeting Summary:**

- The Executive Committee voted in favor of forwarding an amendment to the MCHACP Practices and Procedures Document to the council.
- The committee voted in favor of forwarding the proposed new bylaw 2.9 regarding leave of absence to the council for a vote.
- The Executive Committee reviewed the results of the June 2022 Council and Committee Operations Evaluation.

**Documents distributed before the meeting:**

- Proposed agenda
- July 5, 2022 meeting minutes
- Action Item: Amendment to MCHACP Practices and Procedures Document
- 2022.08.24 MCHACP Practices and Procedures
- New Bylaw 2.9 Leave of Absence
- June 2022 Evaluation Results
- June 2022 Scored Evaluation Results
- Public Input Meeting Flyer

**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

**BB/cw**