

Minnesota Council for HIV/AIDS Care and Prevention
Tuesday, September 13, 2022
9 – 11 a.m.
Hybrid In-Person/Microsoft Teams Meeting
Meeting Minutes

Council Members Present:	
Joseph Amrhein	Rev. Jim Mitulski
Antwon Davis	Lesla Nelson (council co-chair)
Charlotte Detournay	Doug Peterson
Alissa Fountain	Angela Reed
Megan Higdon	Sarah Schiele
Julian Hines	Tyrie Stanley (council co-chair)
Annalise Jackson, RN, MSN, PH	Gage Urvina
Stephen Jensen	John Vener, MD
Larry McPherson	Jo Ann Vertetis
Amy Miller	McKinzie Woelfel (council co-chair)
Council Members Absent:	
Calvin Hillary Hylton	Jay Orne
Community Members/Guests/Consultants:	
Shea Amaro, DHS	James McMurray, Aliveness Project
Danielle Brantley, Community Member	Lizzie McNamara, Minnesota Management and Budget
Sokun Derosier, DHS	Trillian Patneau, DHS
Michael Grewatz, Aliveness Project	Darin Rowles, DHS
Hannah Kass-Aten, MDH	Josh Stillwell, Hennepin County
Dennis London, DHS	Bob Wickoren, Merck Pharmaceutical
Mary McCarthy, RAAN	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
None	Thomas Blissett
MDH (Prevention) Representative:	MCHACP Parliamentarian:
Jose Ramirez	Pat Reymann
MCHACP Staff:	
Carissa Weisdorf, Coordinator	Bryan Bick, Administrative Specialist (minutes)

Quorum Present? **Yes**

I. Call to Order, Welcome and Introductions

- McKinzie Woelfel called the meeting to order at 9:03 a.m. Introductions were made.
- McKinzie led the council in reading the guiding principles.
- The proposed agenda was reviewed and approved as printed.
- The minutes from the August 9, 2022 meeting were reviewed and approved as printed.

- II. Needs assessment section of integrated plan:** Lizzie McNamara presented to the council on the next phase of development for the Integrated HIV Prevention and Care Plan.
- Lizzie reminded the council that there is a steering committee for the integrated plan that is made up of the council co-chairs, council staff, and government staff. It has been meeting every other week.
 - She shared a revised list of **Integrated Plan Priorities** which included priorities that were added based on feedback from the council.
 - A council member stated they had suggested a few additions on the online platform and wondered if they had been included.
 - Lizzie asked council members to reach out to her or Carissa Weisdorf if they notice that anything is missing.
 - She stated that the last three priorities on the document were added based on feedback from the Disparities Elimination Committee and the Needs Assessment and Evaluation Committee.
 - Lizzie shared that she will ask for the council's feedback on the draft goals and objectives for the plan, and that she will likely use a survey to make sure all council members have a chance to give input.
 - She stated that the integrated plan is due December 9.

III. Committee reports

- The **Committee Report Summaries** document was displayed. McKinzie Woelfel directed the council to refer to the document for more information about each committee's activities. She called on the committees that have action items or additional updates.

A. Executive and Co-Chair Update

- Tyrie Stanley presented the proposed **New Bylaw 2.9 Leave of Absence**.
 - Tyrie explained that the council is being given the required advance notice for a change in the bylaws, and that it will vote on the proposed change at the October 11 meeting.
 - Tyrie shared that he intends to propose an amendment to the language of the new bylaw by striking out "a council member may take a leave of absence by notifying the Council Support staff or Membership and Training Committee" and inserting "a council member may apply to take a leave of absence by notifying the Council Support staff or Membership and Training Committee. The member shall indicate the reason(s) for the leave of absence which may be medical, family, or personal. The Membership and Training Committee shall consider the request at their next meeting.
- Tyrie thanked the council members for trying out a hybrid meeting and stated the meeting in October will be hybrid again if things go well today.

B. Membership and Training Committee

- James McMurray presented **Action Item: Amendment to MCHACP Practices and Procedures Document**.

- A council member asked if this amendment to the MCHACP Practices and Procedures document conflicts with the bylaws.
 - Pat Reymann explained that Bylaw 2.8 states that members are required to attend 50% of meetings, but it does not specifically mention missing six meetings. Therefore, the amendment to the MCHACP Practices and Procedures document cannot be adopted as is today.
 - Carissa Weisdorf asked if the action item should be postponed to a future council meeting. Pat stated it could be sent back to the Membership and Training Committee for reconsideration.
- **MOTION:** Stephen Jensen moved to refer the action item back to the Membership and Training Committee. The motion was seconded.
 - **DEBATE:** McKinzie Woelfel called for debate. There was none.
 - **VOTE:** McKinzie called for a voice vote. The motion passed unanimously.

C. Needs Assessment and Evaluation Committee

- Joe Amrhein shared that the Needs Assessment and Evaluation Committee is waiting to hear updates from the Department of Human Services (DHS) about an automatic AIDS Drug Assistance Program (ADAP) enrollment process for people in jails or prisons.
- Joe stated the committee is also looking into opt-out HIV testing in Minnesota prisons.

D. Community Voices Committee

- Jo Ann Vertetis shared that the Community Voices Committee met on September 12.
- The next meeting will be on November 7. A presenter will be invited to speak about Ryan White Program services from the client point of view, and to explain more about Part A and Part B.

IV. Part A Assessment of Administrative Mechanism: Carissa Weisdorf displayed the ***Assessment of the Efficiency of the Administrative Mechanism*** presentation.

- Carissa said that the link for the survey was emailed from Hennepin County's Public Health Assessment Team. She asked council members to let her or Bryan Bick know if they did not receive it.
- The survey needs to be completed by Friday, September 16.
- A council member asked if a similar process is done for Ryan White Part B. Thomas Blissett confirmed it is not a legislative requirement for Part B, but DHS accepts the council's recommendations for funding and applies them to its standard operations.

V. Part B Quality Management Update: Dennis London displayed the ***RWHAP Part B Clinical Quality Management Program*** presentation.

- Dennis asked that council members be Ryan White ambassadors by encouraging consumers to be involved and engaged. He shared that DHS is looking for more members from other parts of Greater Minnesota.
- Joe Amrhein asked for more information on activities that DHS is putting in place to increase the number of medical case management clients who are retained in HIV care.

- Dennis answered that DHS works with the subrecipients to identify interventions that can increase the percentage of their clients who are retained in care.
- Thomas Blissett added that DHS is working with The Family Partnership to provide supervision to providers of medical and non-medical case management to increase their ability to provide culturally competent services to different populations.

VI. Recipient reports

A. Part A: McKinzie Woelfel referred the council to the written **Part A update** which will be sent after the meeting.

B. Part B: Amy Miller asked the council to refer to the written **Part B Council Update** which will be sent after the meeting.

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

- MDH's request for proposal (RFP) recently closed. MDH received 44 proposals from 22 agencies and is beginning the review process.
- MDH hired a new HIV nurse educator, Jean Larson.
- Jose provided an update on monkeypox.
 - There are 160 confirmed cases of monkeypox in Minnesota as of yesterday.
 - Testing for monkeypox is now widely available and vaccine availability has greatly expanded. Check with your primary care provider, or with the Red Door Clinic, Clinic 555, or other local public health agencies.
 - MDH has additional doses of monkeypox vaccine and wants to partner with community-based organizations to host clinics. Jose asked council members to let him know if their agencies are interested.
 - Angela Reed stated that Turning Point is interested in hosting a vaccination clinic.

VII. Council staff report

- Carissa Weisdorf gave updates on council membership.
 - Nyonbeor Boley was removed from the council by the Membership and Training Committee due to attendance issues.
 - Damon Romar was elected to the council a few months ago but then informed staff that he was resigning due to inability to participate at this time.
 - Sue Purchase has notified staff of her resignation from the council.
- The council is moving forward with planning a World AIDS Day event on December 1. A few members of the Executive Committee have offered to be a part of planning for the event. Carissa invited other council members to join the planning group and asked them to save December 1 on their calendars.
- Carissa asked the council to let staff know if they did not receive their link to complete the Assessment of the Administrative Mechanism survey.
- Carissa reminded that an evaluation of the priority setting and resource allocation (PSRA) process was conducted, and the Planning and Allocations Committee (PAC) will review the results. Carissa addressed two areas of feedback that came from the evaluation.

- A council member shared they did not understand where the information on the conflict of interest (COI) grid comes from.
 - Council members complete their own COI forms.
 - Carissa checks the forms against the agencies that she knows are funded for services by Part A and Part B.
 - A council member is in conflict of interest if they work for or serve on the board of an agency that gets Part A or Part B funding.
- Another council member commented that they wanted more information on how the prioritized services are delivered.
 - Carissa said that for next process the council will spend more time going through each service area.
 - A couple handouts are available on the council web site. PCN 16-02 contains definitions for each service area and explanations of allowable uses of funds. There is also a Quick Reference Guide for each of the service categories.
- Carissa announced that today is Larry McPherson's birthday.

VIII. Sound practices for better consumer engagement: Joe Amrhein presented findings from his research on sound practices for better consumer engagement.

- The Ryan White universal standards say that subrecipients must have a quality improvement program that includes a documented process for obtaining consumer input.
- Joe reviewed the main ways to obtain consumer engagement. They include consumer advisory boards, focus groups, key informant interviews, surveys and questionnaires, suggestion boxes, and social media.
- 60% of clients don't have internet access at home, so social media has limitations. It is a good way to get involvement from younger populations.
- Consumer advisory boards are the gold standard because they representation a broad segment of the consumers served by an agency. The Aliveness Project, the Positive Care Center, and Children's Minnesota have consumer advisory boards.
- Suggestion boxes are a low-stakes way for consumers to participate and they are an easier way for neurodiverse individuals to give feedback.
- Joe found that some Part A funded agencies were getting rich data through focus groups.
- Joe found that three agencies were not collecting any consumer feedback. Ten had an annual process, seven monthly, three biannually, and two quarterly. The Ryan White program requires subrecipients to obtain consumer feedback at least annually.
- Barriers to consumer engagement reported by providers included COVID, lack of transportation, lack of childcare, language barriers, and survey fatigue.
- Joe reported some lessons learned.
 - Subrecipients can post more announcements of upcoming consumer engagement events in highly visible places.
 - Agencies should help consumers see how their input has changed things.
 - Agencies should not always lean on the same individuals to provide their feedback.
- Joe cited some facilitators of consumer engagement
 - Offering remote/virtual opportunities to give feedback.
 - Collecting consumer feedback during home visits.

- Offering financial incentives.
- Concluding every visit with an opportunity to ask questions, make comments, and express concerns.
- Joe gave an example of a Ryan White-funded community health center in Connecticut. They distributed iPads to members of their community advisory board, and they facilitate bilingual participation in their meetings.
- Joe Amrhein stated that consumer advisory boards should be given chances to develop the surveys that are used for obtaining more consumer feedback.
- An example of a good survey was an organization that asked only seven questions and left space under each one for comments.
- Joe stated that suggestion boxes are a great way to get feedback. They can be posted near a bulletin board, and then staff can post their responses to the suggestions on the board.
- A council member asked how the information Joe shared will be brought back to the council or its committees to continue to make improvements in consumer engagement.
 - Joe said it would be great if the agencies would adopt some of his recommendations. He presented his findings to a group of agencies as well.
 - Carissa Weisdorf added that the universal standards require subrecipients to get consumer feedback, and that is monitored by recipient staff.

IX. Unfinished Business / New Business

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

X. Open Forum: Nothing was discussed during the open forum.

XI. Announcements and adjourn

- Tyrie announced that the council coordinator position has been posted and will close on September 22. Carissa Weisdorf is moving on to the HIV services planner position within Hennepin County's Ryan White team.
- Jo Ann Vertetis announced that the Aliveness Project is hosting a monkeypox vaccination clinic. They will give the first dose on September 22 and the second on October 20, both dates from 9:00 a.m. to 12:00 p.m. and again from 3:00 p.m. to 7:00 p.m. The clinic will be at their location at 17 E. 38th St in Minneapolis.
- McKinzie Woelfel adjourned the meeting at 10:58 a.m.

Meeting Summary

- Lizzie McNamara presented to the council on the needs assessment section of the Integrated HIV Prevention and Care Plan.
- The Executive Committee notified the council of a proposed amendment to the council bylaws regarding leave of absence.
- The council voted to refer the proposed amendment to the MCHACP Practices and Procedures document back to the Membership and Training Committee.
- The council received training on how to complete the Assessment of the Efficiency of the Administrative Mechanism.

- Dennis London gave a presentation on the Part B Clinical Quality Management program.
- Joe Amrhein presented on the findings from his internship studying best practices for consumer engagement with Ryan White funded providers.

Documents distributed before the meeting:

- Agenda for September 13, 2022 Meeting
- August 9, 2022 meeting minutes
- September 13, 2022 Committee Report Summaries
- New Bylaw 2.9 Leave of Absence
- ACTION ITEM: Amendment to MCHACP Practices and Procedures
- 2022.08.24 MCHACP Practices and Procedures
- 2022.09.13 Public Input Meeting Flier

Additional documents displayed during the meeting:

- Integrated Plan Priorities document
- Assessment of the Efficiency of the Administrative Mechanism presentation
- RWHAP Part B Clinical Quality Management Program presentation
- Part A update
- Part B Council Update

BB/cw