

**Minnesota Council for HIV/AIDS Care and Prevention
Executive Committee
Tuesday, October 4, 2022
1:00 – 3:00 p.m.
Microsoft Teams Meeting
Meeting Minutes**

Committee Members Present:	
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)
Lesa Nelson (Council Co-Chair)	
Committee Members Absent:	
Joe Amrhein (Needs Assessment and Evaluation)	
Guests:	
Amy Miller, DHS	Josh Stillwell, Hennepin County
Trillian Patneau, DHS	
Hennepin County (Part A) Representative:	
Jonathan Hanft	DHS (Part B) Representative:
	Thomas Blissett
MDH (Prevention) Representative:	
none	MCHACP Parliamentarian:
	Pat Reymann, Parliamentarian
Council Staff:	
Carissa Weisdorf	Bryan Bick, Administrative Specialist (minutes)

Quorum Present? **Yes**

- I. **Welcome and introductions:** McKinzie Woelfel called the meeting to order at 1:01 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 September 6, 2022 meeting were displayed and approved as printed.
- III. **Council co-chair update: Action Item: New Bylaw 2.9 Leave of Absence** was displayed. Carissa Weisdorf led the discussion.
 - Carissa explained that last month the recommendation from the attendance policy ad hoc committee was reviewed by the Executive Committee.

- The council will vote on the action item at the October 11 meeting. A bylaws amendment requires a 2/3 vote if it has been reviewed by the Executive Committee and written notification was given at the previous council meeting.
- A meeting attendee asked if the 12-month period that the proposed bylaw refers to is rolling or based on a person's council term. Carissa Weisdorf and Pat Reymann agreed that it would be a rolling 12-month period.
- A committee member asked when the amendment will be introduced.
 - Pat explained that a motion will be made to amend the bylaws by inserting the new bylaw 2.9, and it comes from the Executive Committee, so it does not need a second.
 - Since the motion is coming from the Executive Committee, any Executive Committee member can introduce it.
 - During debate, a motion to amend the language of the bylaw can be introduced. A motion to amend the bylaw would require a second. It would require a majority vote to pass, and then it would become part of the motion to insert the new bylaw.
 - Carissa clarified that notification of the new bylaw was provided at the last council meeting, and that Tyrie Stanley also gave notification of his intention to amend the bylaw language.
- Pat said ordinarily amendments don't require a 30-day notice but because Tyrie's amendment is "out of the scope" of the original bylaws amendment he gave advance notice to allow the council time to consider it.
- Carissa asked if a member of the Executive Committee would be willing to move the action item at the October 11 council meeting. Larry McPherson agreed to do so.

IV. Committee Reports

A. Planning and Allocations Committee: Larry McPherson provided the committee report.

- The Planning and Allocations Committee (PAC) voted to combine its October meeting with the Needs Assessment and Evaluation Committee and the Disparities Elimination Committee.
- PAC reviewed the results of the priority setting and resource allocation (PSRA) evaluation and discussed ways to improve the process.
- Tyrie Stanley said PAC would like each committee to look over the PSRA evaluation and report any feedback to PAC.

B. Membership and Training Committee: The Membership and Training Committee will give its update at the next council meeting.

C. Needs Assessment and Evaluation Committee: The Needs Assessment and Evaluation Committee did not meet in September.

D. Disparities Elimination Committee: Sarah Schiele provided the committee report.

- Lizzie McNamara attended the September meeting of the Disparities Elimination Committee (DEC) and presented on the goals and objectives of the 2022 HIV Prevention and Care Integrated Plan.
- DEC will hold a combined meeting in October with the Planning and Allocations Committee (PAC) and the Needs Assessment and Evaluation (NA&E) Committee.
- DEC plans to focus on disparities with mental health services at its November meeting and will invite a speaker from Rainbow Health's mental health care coordination program.

E. Community Voices Committee: Danielle Brantley reported that there were no updates from the Community Voices Committee.

V. Council staff update and review council meeting agenda

- Carissa Weisdorf reported that council member Jo Ann Vertetis is in a new role with the Aliveness Project. Aliveness already has two staff members on the council, so in order to remain in line with the council bylaws, Jo Ann resigned from the council.
 - Jo Ann will remain involved with the Community Voices Committee (CVC).
 - At least one co-chair of CVC must be a full council member. Danielle Brantley is currently a community co-chair of CVC and has applied to become a full member of the council.
- A committee member asked if there would have to be an election for Jo Ann to be elected as community co-chair of the committee. Carissa and Pat Reymann agreed that a new election is not necessary since they are just switching roles and the process should happen as efficiently as possible.
- Bryan Bick mentioned that the assessment of the efficiency of the administrative mechanism (AAM) closed last week, and thanked council members for completing it.
- Carissa shared that a hybrid council meeting is being planned for October 11, and the joint meeting of DEC, NA&E, and PAC on October 26 will be in a hybrid format.
- Carissa displayed the **October 1, 2022 MCHACP agenda**.
- Tyrie Stanley asked if the candle can be lit because it has not been done in a while.
 - Carissa agreed and Tyrie volunteered to lead the council in the lighting of the candle.
 - A committee member asked about the meaning of the candle. Carissa explained that many planning councils do this to recognize anyone from the community who has recently passed away.

VI. Recipient Reports (given after council staff reports)

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

- Hennepin County Ryan White submitted the non-competing continuation progress report.
 - This is a new report that is submitted in off-years now that Part A is on a three-year funding cycle.
 - The report included the request for a core medical services expenditure waiver based on the council's allocation for Part A funds.
- Congress has not passed appropriations for federal fiscal year 2023 even though it started on October 1, 2022.
 - Part A will probably get its grant award notice late.
 - An initial partial award will probably come from the Health Resources and Services Administration (HRSA) around March 1 and flat funding is anticipated.
- Capacity building work that was funded by HRSA for two years with a one-year extension has concluded.
 - This funding was used to build capacity to eliminate HIV in Part A jurisdictions, to increase community engagement, and to increase capacity to respond to HIV in West African, East African, and African American same-gender loving, gay, and bisexual men.
 - The partners that Hennepin County Ryan White worked with are committed to sustaining that work into the future.
- The posting for the council coordinator position closed a week and a half ago.
 - Interviews are scheduled next week.
 - Council co-chairs and staff from the Department of Human Services (DHS) and the Minnesota Department of Health (MDH) will be involved in a second round of informal interviews with the candidates that advance.
- Hennepin County Ryan White is assessing midyear spending for Part A funds this month.
 - There will be a proposal for reallocation of underutilized funds into areas that need more funding.
- The proposal will come to the Planning and Allocations Committee first. Tyrie Stanley agreed that this can go on the agenda for PAC after the combined committee meeting on October 26.
- Cody Raasch started last week as the new Hennepin County Ryan White Program data coordinator.
- A committee member asked if Hennepin County Ryan White has received a site visit report with findings from HRSA yet. Jonathan said no, and there is still no assigned project officer from HRSA.

B. Part B: Thomas Blissett presented the ***Part B Administrative Updates 10/2022***.

- DHS received the report from HRSA's Part B site visit.
 - DHS received only two legislative findings regarding monitoring and certification of time and effort.

- Two improvement options were identified regarding their clinical quality management program.
- The site visit found ten program strengths.
- The Department of Human Services (DHS) will submit its corrective action plan in the next week.
- DHS received its non-competing continuance application October 2, and it is due by November 18. DHS also anticipates flat funding from the Health Resources and Services Administration (HRSA).
- Planning for the 2023 open enrollment period is in process.
 - DHS will offer a benefits boot camp via Teams on October 27.
 - Program HH clients have been asked to apply for low-income subsidy if they qualify and to report any changes to DHS.
 - Additional mailings will go to Program HH clients with no insurance or who qualify for employer-sponsored insurance or an off-market plan.
- Updated Program HH application forms are now available in paper and [fillable PDF](#) formats. The forms incorporate PCN 21-02 guidelines that eliminated the six-month renewal requirement.
- New web-based Program HH applications are live too.
- A fourth Program HH eligibility specialist, Kenya Lopez, started. Insurance specialist Richard Judge retired in August and DHS will fill that position.

C. Prevention: There was no update available from the Minnesota Department of Health.

VII. Bylaws review: Carissa Weisdorf announced that the biennial review of the council bylaws is getting started.

- Carissa keeps track of bylaw revisions that are suggested by members or committees throughout the two years between bylaw review cycles.
- The council will conduct its review section by section.
 - The review will start with sections one and two.
 - Carissa has emailed some proposed changes to the council for review, and DHS has some additional changes to recommend.
- Carissa outlined the process for the bylaws review.
 - An informal discussion will take place today, and next month actual changes will be discussed.
 - Executive Committee members will be asked to move the changes, and a second is necessary. There will then be debate and a vote.
 - The full council will then get a 30-day notice of the plan to change the bylaws, and then the council will vote. A 2/3 majority will be required.
- Carissa asked the committee how they would like to bring bylaw amendments to the council. She explained that she felt going through all the bylaw amendments in one meeting was tedious in the past.

- A committee member asked if bylaws will be incorporated piece by piece or all at once.
 - Pat Reymann said the amendments could be passed with a “proviso” that they will not take effect until a certain specified time.
 - Carissa Weisdorf said she would prefer bylaw amendments to go into effect immediately but asked if the bylaws will need to be immediately updated on the web site each time, and hard copies provided to all council members.
 - Pat said the web site will need to be updated, and council members can be informed of how to get printed copies if they want them.
 - A committee member shared section by section would be acceptable.
- Carissa displayed **Bylaws review sections 1 and 2.**
 - A committee member mentioned that the attendance requirement bylaw does not break down council and committee meetings, but those are both tracked separately. Pat agreed that isn’t clear from the way the bylaws are written.
 - Carissa was asked when the rolling calendar year starts. She explained the rolling calendar year is tracked from the time of the first absence.
 - The committee discussed whether council and committee attendance should continue to be tracked separately. Some participants felt like missing five meetings of a committee and five meetings of the council in a rolling 12-month period was a lot.
 - A committee member pointed out that the attendance requirement bylaw does not address community membership. Carissa pointed out there is a separate bylaw related to community membership.
 - The committee discussed how the bylaws relate to Jo Ann Vertetis’s resignation from the council, and whether it is acceptable for her to continue serving for now as a co-chair of the Community Voices Committee. It was pointed out that Bylaw 2.11 states that a person who no longer belongs to the category upon which appointment was made, they have 45 days to be reassigned to another representative category.
- Thomas Blissett reviewed **Bylaws review Sections 1 and 2 DHS comments.**
 - Thomas explained that many of the changes that the Department of Human Services (DHS) is proposing are cosmetic.
 - Certain council responsibilities are only requirements for Part A and are not in the Part B legislation, and that should be clearly stated.
 - DHS is wondering if the bylaws should remove reference to AIDS and only refer to HIV and change LGBT to LGBTQ+.
- A committee member was asked if DHS’s changes should be made immediately or if those changes can be adopted later once review is complete. Pat Reymann stated that some of the changes which are corrections could be made immediately without going through a process. Pat Reymann felt that the other changes related to council responsibilities for Part A vs. Part B do not need to be changed immediately.

- A committee member asked if it would be better to make all changes to the document once the review is complete, rather than make them piece by piece.
- Jonathan Hanft asked for clarification on the official name of the Department of Human Services' HIV division. Thomas Blissett replied that it is the HIV community service unit within the HIV supports section.
- Jonathan suggested keeping "statewide coordinated statement of need" (SCSN) in the bylaws because it matches what the Ryan White legislation says even though the SCSN is now part of the integrated plan.
- A committee member asked about removing AIDS from the bylaws and the name of the Planning Council.
 - They stated they would want to keep AIDS in the council's name because individuals are still getting diagnosed with AIDS.
 - Other committee members spoke in favor of changing "HIV/AIDS" to just "HIV" because it is less stigmatizing, and it is more standard practice today.
 - Pat Reymann said this would be a big change and should therefore go to the full council for discussion and a vote.
 - A committee member suggested that the question of a name change should be brought to the Community Voices Committee as well.

VIII. Unfinished Business / New Business

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

IX. Announcements: There were no announcements.

X. Adjourn: McKinzie Woelfel adjourned the meeting at 2:53 p.m.

Meeting Summary:

- The Executive Committee discussed the plan to vote on New Bylaw 2.9 Leave of Absence at the full council meeting on October 11, 2022.
- The committee heard reports from the other committees of the council, council staff, and the government recipients.
- The committee began its biennial review of the MCHACP Bylaws.

Documents distributed before the meeting:

- Proposed agenda
- September 6, 2022 meeting minutes
- Bylaws review sections 1 and 2
- Action Item: New Bylaw 2.9 Leave of Absence

Additional documents displayed during the meeting:

- October 11, 2022 MCHACP agenda
- Part B Administrative Updates 10/2022
- Bylaws review Sections 1 and 2 DHS comments

BB/cw