**Minnesota Council for HIV/AIDS Care and Prevention**

**Executive Committee**

**Tuesday, November 1, 2022**

**1:00 – 3:00 p.m.**

**Microsoft Teams Meeting**

**Meeting Minutes**

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| **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) | Sarah Schiele (Disparities Elimination) |
| Calvin Hillary Hylton (Membership and Training) | Tyrie Stanley (Council Co-Chair, Planning and Allocation) |
| Larry McPherson (Planning and Allocation) |  |
| **Committee Members Absent:** |  |
| James McMurray (Membership and Training) | McKinzie Woelfel (Council Co-Chair) |
| Jo Ann Vertetis (Community Voices) |  |
| **Guests:** |  |
| Thomas Blissett, DHS | Trillian Patneau, DHS |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| Jonathan Hanft | Amy Miller |
| **MDH (Prevention) Representative:** | **MCHACP Parliamentarian:** |
| Peggy Darrett-Brewer MDH | Pat Reymann, Parliamentarian |
| **Council Staff:** |  |
| Carissa Weisdorf | Christine Ashley-Norberg (minutes) |

Quorum Present? **Yes**

1. **Welcome and introductions:** Lesa Nelson called the meeting to order at 1:00 p.m. Introductions were made.
2. **Review and approval of proposed agenda and past meeting minutes**

* The agenda was displayed and approved as printed.
* The minutes from the October 4, 2022 meeting were displayed and approved as printed.

1. **Council co-chair update**: Tyrie Stanley, co-chair provided the update.
   * Tyrie stated that there are some small edits and amendments to the bylaws to review today.
   * There is no project officer assigned to Part A.
   * The council meeting will be in person in Room 110 as well as virtual.
2. **Committee Reports**

## **A. Planning and Allocations Committee:** Tyrie Stanley provided the committee report and presented the ***Action Item: FY 2022 Part A Reallocation Proposal***

* The Planning and Allocations Committee (PAC) recommends the council reduce fiscal year 2022 Part A allocations to health education risk reduction by $29,000 and increase fiscal year 2022 Part A allocations to medical nutrition therapy by $29,000. The additional funds for medical nutrition therapy will provide 1,253 nutritional counseling sessions and referrals to food bank/home delivered meals for up to 78 clients.
* Those with a conflict of interest for health education/risk reduction and medical nutrition therapy service areas were asked to step away from their computers.
* A committee member asked for a review of the proposal.
* Jonathan Hanft described the reallocation proposal. For the first six-month period, Part A spending was only at 22% at the end of August and all the Part A funds were spent by the six-month mark for medical nutrition therapy. For medical nutrition therapy, the requests and number of clients being served is above what was anticipated through the end of the fiscal year. Utilization of health education/risk reduction was low and people were not attending education sessions as expected. These two services had the most variation from what was expected to be about 50% spent.
* **MOTION:** Tyrie Stanley moved to forward the recommended action item to the full council.
* **DEBATE:** Lesa Nelson asked if there is any discussion or debate. There was no debate.
* **VOTE:** Lesa requested a roll call vote on the motion. The motion was approved with a vote of 7 ayes and zero nos.

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| --- | --- | --- |
| **Committee member** | **Conflict of interest** | **Vote** |
| Larry McPherson | None | Aye |
| Sarah Schiele | None | Aye |
| Julian Hines | None | Aye |
| Joe Amrhein | None | Aye |
| Danielle Brantley | None | Aye |
| Calvin Hylton | None | Aye |
| Tyrie Stanley | None | Aye |
| Jay Orne | Yes | Abstained |
| Lesa Nelson | No | Abstained due to facilitation |

**B. Membership and Training Committee**

* Calvin Hillary Hylton presented ***Action item:******New membership election***
* **MOTION:** Calvin Hillary Hylton moved to forward the recommendation of the addition of Danielle Brantley as a new member of the council with a term expiring in 2024.
* **DEBATE:** Lesa Nelson called for debate. There was none.
* **VOTE:** The motion was approved with a vote of 5 ayes and zero nos.

**C. Needs Assessment and Evaluation Committee:** Joe Amrhein provided the committee report.

* + - Needs Assessment and Evaluation Committee members reached the Hennepin County Adult Correction Center in Plymouth to present on the continuity of care for HIV-positive individuals in that facility.
    - Through this process DHS is looking into an automatic ADAP enrollment program for incarcerated individuals.

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

* + - The last Disparities and Elimination Committee (DEC) had a combined meeting with the Planning and Allocations Committee and Needs Assessment and Evaluation Committee.
    - Jay and Sarah met with staff from DHS and Hennepin County on a DEC data request relating to mental health services. They made a plan with them about next steps and will hear from them at the next meeting.

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

1. **Recipient Reports** 
   1. **Part A:** Jonathan Hanftprovided the report from Part A.

* The quality management coordinator, Josh Stillwell, will attend the council meeting to provide the Part A update.
* Jonathan provided an outbreak update. There have not been any new cases since our last council meeting in the metro area. There was one case added to the Duluth-area outbreak.
* Cody Raasch will present the six-month Part A expenditure report at the council meeting, which informs the allocation proposal that was brought to the Planning and Allocations Committee and forwarded to the council.
* Second interviews for the council coordinator position were conducted.
* Hennepin County Ryan White Program has not received the site visit report from the Health Resources and Services Administration (HRSA) team and there is still no assigned project officer. Two corrective actions related to the council and two fiscal findings are being worked on

**B. Part B:** Thomas Blissett presented the updates from Part B.

* Budget planning will start for year 2024, which will begin July 1, 2023. Updates will be presented to the council in January.
* The open enrollment period begins today and goes through January 15th.
* A committee member asked if they created any flyers to send out to let folks know about open enrollment. Thomas responded that there were letters sent to clients through benefits counselors.

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

* MDH is in the process of making request for proposal (RFP) funding allocations.
* Two new disease investigators, Noah Schumacher and Hibo Ibrahim, have been hired and will be located at the MDH site.
* A syphilis surveillance specialist will be hired to work with the congenital syphilis board and to do statewide syphilis surveillance.
* A committee member asked if they would like input from the council regarding the RFP allocations.
* Peggy responded that they already came to the council about the RFP process.
* A committee member asked what will be done with the buses.
  + Peggy answered that they will be decommissioned and sent back, but not yet so she will follow up.

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

* Carissa Weisdorf reported that the Community Voices Committee (CVC) co-chairs asked for more information to be shared with the members of the committee and other community members about open enrollment with Program HH.
  + At their meeting, there will be an overview about that process and application deadlines as well as how to connect with benefits counselor to identify individual needs.
  + At the CVC meeting there will be a presentation about Ryan White services, so folks feel educated to go into the community and talk about Ryan White services to ensure that people are aware of them and accessing them.
  + The next CVC meeting will be hybrid in a space at the Aliveness Project with a catered dinner. There will be the option to participate remotely with a $15 gift card in lieu of the dinner.
* The Membership and Training Committee has been working for several months to plan for membership needs in the next year as well as to develop a plan to reach people to apply for the council.
  + Communication has gone out about applications for the council. Promotional materials have been printed including a postcard and a brochure that goes into more depth about the council. She can send out materials if requested.
  + There will be 15 vacancies for the next term, and there can be up to 33 council members.
  + Potentially half of the council will be new at the start of the new term, which is March 1st.
  + Four people have completed their two terms and one person is not seeking a second term, but their organization has identified somebody to take their place.
  + So far seven new applications have been received and the committee will interview new applicants at their meetings in November and subsequent meetings as well.
  + There is a vacancy for a mental health provider as well as somebody from a federally qualified health care center.
  + If members have ideas to fill those spots, please encourage them to apply.
* The World AIDS Day Breakfast will take place next year with a speaker due to short staffing and a short time frame for planning this year. Suggestions are welcome for a speaker.
* Other events will be attended to encourage people to apply for the council.
* The ***Minnesota Council for HIV/AIDS Care and Prevention (MCHACP) Meeting, November 8 meeting agenda*** was reviewed.
  + The meeting will by hybrid, with the in-person meeting located on the ground level of the Health Services Building and includes a breakfast.
  + The majority of the meeting will be dedicated to the integrated HIV prevention and care plan. Various iterations have been brought to different committees and to the council every month throughout the process and the plan is now complete.
  + All council members will receive a copy of the plan via e-mail for the meeting. It will be paired with an action item where the council co-chairs will recommend to the council to submit a letter of concurrence with the plan. The council can decide to submit a letter of concurrence, a letter of concurrence with reservations, or a letter of non-concurrence.
  + A committee member asked if hard copies can be sent out if people want them and Carissa responded yes.

1. **Council bylaws review**

* Carissa Weisdorf explained there are a few points for discussion as well as amendments to consider.
* Carissa explained that Pat Reymann suggested Bylaw 4.2 could be split up into several different sections because there is a lot of information in one paragraph. A recommendation to consider is to have 4.2. a. about council members 4.2. b. would be about community members and a new 4.3 would be committee co-chairs. In addition, there would be some proposed amendments in those different sections.
* Pat also suggested the attendance policy could also be formatted differently to make it clearer and to list things in bullet point form to make it easier to understand. Carissa displayed the alternative ***2.8 Attendance Requirements*** that was prepared by Pat Reymann.
  + Members are required to attend all regularly scheduled meetings of the council and their assigned committee and, in addition, members are required to attend their assigned ad hoc committee meetings when scheduled.
  + Members will automatically receive an attendance warning letter if they accrue 2 consecutive absences at regularly scheduled council meetings or two consecutive absences at regularly scheduled meetings of their assigned committee, or 6 total absences from their assignments during the most recent 12-month period.
  + A new bullet point will be added about what would cause a removal for non-attendance.
* Pat advised that small edits can be made by the committee and do not need to go through the amendment process. A list of these edits should be provided to the council.
* Carissa displayed ***Bylaws review sections 1 through 4.***
* There is a proposal to update the current section title of DHS, to Part B HIV support section.
* A proposed amendment is to insert into the bullet point develop and prepare and integrated prevention and care plan for the Minneapolis - Saint Paul, 13 County TGA and the state of Minnesota. This plan defines short and long-term goals for organizing and delivering care and prevention services and “includes the Statewide Coordinated Statement of Need (SCSN)”. This would be an amendment to get in line with the guidance from the federal funders.
* Carissa showed the proposed amendment to the fifth bullet point under by Bylaw 1.1 striking out “recipients” and inserting “Part A recipient.”
  + The federal legislation requires the council to do the assessment of the administrative mechanism for Part A. The local bylaws will be updated with the federal legislation by specifying Part A as well as with the conforming amendment removing Part B from letter h.
  + A committee member asked how often the bylaws review process occurs. Carissa Weisdorf responded that the bylaws are reviewed every other year.
  + A council member asked to clarify in h. where Part B funds are struck out why Part A was left there.
  + Carissa answered that the Ryan White legislation states that it is the council's responsibility to do this for Part A. There's no mention of that for Part B. We are advisory to Part B, so the change is to get local policies in line with the federal legislation.
  + This is a conforming amendment where if multiple amendments are adopted together or defeated together the pieces can be amended in one motion. The amendments are so closely related that you cannot say yes to one and no to the other and have the bylaws come out to be consistent. It is a matter of conforming so that you have the same language, or the same idea in several places, so that there is not a conflict.
* The next proposal under letter f. was discussed in the last meeting that when service areas are established for priorities for funding, it is based on more than needs assessment.
* The proposal for g. is an addition of the word “only,” which provides an edit for further clarification so it is part of the legislation that can allocate resources only to service areas that have been prioritized.
* Under Council Membership, there was a discussion last month about clarifying that this section is referring to council members. There is also the opportunity to participate as a community member, but this applies to council members, so this would just be an edit for clarification.
* The section 2.1 Composition describes who shall be on the council. These are the categories that the council tries to fill with council membership.
  + There are representation categories that are required to be reflective of the local HIV epidemic in various demographics. When the new Integrated Council in the Intergovernmental Collaborative Agreement was created, there was a spot for the Part A grant recipient that has been held since we integrated.
  + In a clarification letter that came from HRSA about Planning Council operations it was stated that the Part A grant recipient cannot have representation on the council and that was part of the legislation. The proposal is to remove that spot from the council.
* Sections 2.8 and 2.10 will require more discussion and Pat has provided some new language to clarify the attendance policy.
  + There are two small edits to update these sections because a new section to the bylaws was added at the last council meeting to allow for a leave of absence.
* Carissa described an amendment to the travel expenses reimbursement policy.
  + Council staff is suggesting that the hotel rate for a council member or community member to attend a meeting related to the council is increased to $160.00 per night, up from $150.00.
  + This would allow the continued use of the hotel that has been identified by council members in the past.
  + The cost of parking would also be provided so the quoted price would come in slightly under this price, but it was also slightly over what was previously in our bylaws.
  + A council member asked if this is inclusive of taxes. Carissa answered that it is.
* Carissa described an amendment to membership on the Executive Committee.
  + As discussed last month, the Part A site visit had a corrective action related to the makeup of the Executive Committee. The legislation states only appointed council members can serve on a governance committee, which is the Executive Committee.
  + The recommendation is to update the bylaws to state that only appointed members of the council serve on the Executive Committee by stating membership as limited to appointed council members.
  + A committee member asked what if the council does not want to change it.
  + Carissa responded that this would not be compliance with the federal legislation, so we would be unable to comply with the corrective action that came from the Part A site visit.
  + Jonathan Hanft stated that not complying could impact funding and lead to a hold on any payment to Hennepin County if the correction is not made.
  + Carissa asked if the bylaws are amended would they go into effect right away or is it possible to let people complete their term on the Executive Committee.
  + Pat Reymann said the amendments could be passed with a “proviso” that they will not take effect until a certain specified time.
* Carissa asked if there are any questions or discussion about the proposed edits to the bylaws.
* Tyrie Stanley suggested that there are three co-chairs, one that represents the TGA and the other two that could be providers or voting members of the council. He suggests that it is easier to have three co-chairs and suggests changing it to have a minimum of two, but no more than three.
  + A committee member asked what the purpose is of having three co-chairs.
  + Tyrie Stanley replied that when meetings were in-person it was easier to facilitate when there are always two co-chairs instead of just one, and it is a question of transparency so that it doesn't feel like it's just certain people making decisions, but it's a collaboration of a whole body.
  + A member responded that if a co-chair is unable to be there, another member of the Executive Committee can be asked to serve as co-chair in that person's absence.
  + Carissa confirmed that it is in the policies and procedures.
  + A member added that given the volume of work that is involved, if it makes sense for the co-chairs to have an additional person that is stationary in the role with them to share the burden.
  + Another committee member said when there are two co-chairs it is not known until the day before or the day of the meeting who will be there, so having third one in place, or someone from the Executive Council, is a good idea.
  + Pat Reymann pointed out that there are other leadership responsibilities in the role of the council co-chairs including regular meetings and that having a third person available all the time is not equal to a person who is drafted at the last minute.
  + Carissa asked if it would be useful to have this discussion with the full council since in the last few elections two people have run and they've been elected by acclimation. There would need to be enough people on the council who are eligible to run for co-chair and have an interest in running.
  + Carissa suggested that the next step for the Nov. 8th meeting to discuss the interest in continuing to have three co-chairs elected by the council since MDH no longer has the requirement of an appointed co-chair on the council. There could be an informal discussion about people's thoughts about ensuring that there are adequate people willing to take on these additional roles. Then the topic can be taken back to Executive Committee in December and talk about what will be proposed to the council.
* The Executive Committee continued with motions to amend the bylaws to forward to the council for review. If approved the council members will vote on them at the December 13th council meeting.
* **MOTION:** Larry McPherson moved to amend the third bullet point under Bylaw 1.1 by adding “; this includes the Statewide Coordinated Statement of Need (SCSN).” after “This plan defines short and long-term goals for organizing and delivering care and prevention services.” The motion was seconded.
* **DEBATE:** Lesa Nelson called for debate.
* **VOTE:** Lesa requested a roll callvote on the motion. The motion was approved with a vote of 5 ayes and zero nos.
* **MOTION:** Sarah Schiele moved to amend the fifth bullet point under Bylaw 1.1 by striking out “recipients” and inserting “Part A recipient” and amend Bylaw 1.2 h. by striking out “and Part B”. The motion was seconded.
* **DEBATE:** Lesa Nelson called for debate.
* **VOTE:** Lesa requested a roll callvote on the motion. The motion was approved with a vote of 5 ayes and zero nos.
* **MOTION:** Jay Orne moved to amend Bylaw 1.1 f. by adding “and other data available for the priority setting and resource allocation process.” after “Establish service area priorities for funding, based on needs assessment.The motion was seconded.
* **DEBATE:** Lesa Nelson called for debate.
* **VOTE:** Lesa requested a roll callvote on the motion. The motion was approved with a vote of 5 ayes and zero nos.  
  **MOTION:** Larry McPherson moved to amend Bylaw 2.1 m. by striking out “Grantee under Part A of the Ryan White Act”.The motion was seconded.
* **DEBATE:** Lesa Nelson called for debate.
* **VOTE:** Lesa requested a roll callvote on the motion. The motion was approved with a vote of 4 ayes and zero nos.
* **MOTION**: Joe Amrhein moved to amend the fifth bullet point under Bylaw 2.15 a. by striking out “$150” and inserting “$160”. The motion was seconded.
* **DEBATE:** Lesa Nelson called for debate.A committee member asked if the amount should be raised even more in case prices continue to increase. Carissa replied that this price is confirmed for at least for the next year.
* **VOTE:** Lesa requested a roll callvote on the motion. The motion was approved with a vote of 5 ayes and zero nos.
* **MOTION:** Sarah Schiele moved to amend Bylaw 4.3 d. by inserting after the first sentence “Membership is limited to appointed council members.” The motion was seconded.
* **DEBATE:** Lesa Nelson called for debate.
* **VOTE:** Lesa requested a roll callvote on the motion. The motion was approved with a vote of 5 ayes and zero nos.

1. **Unfinished Business / New Business**

* A committee member asked for more discussion about the structure of hard topic conversations.
  + He said the platform is not working for a lot of different people. The protocol is a bit complicated and requires training and not everyone really understanding what and how to present these hard topics. The discussion should be opened to the full council.
  + Carissa said the council spent several meetings before the pandemic, creating the elements of the hard topics discussion that were approved by the Executive Committee. However, the council can move forward with the hard topics discussion however they decide to.
* Thomas Blissett clarified that letters regarding open enrollment are specific to each particular client, with options for those consumers that are going onto insurance products. There is also an open enrollment boot camp and a representative will be the next CVC meeting to discuss the plans as well as information on the website.
  + A committee member suggested that a generic flyer for those who are not in care or do not know about Program HH would be a big help in the HIV community.
* No new business was discussed.

1. **Announcements:** There were no announcements.
2. **Adjourn:** Lesa Nelson adjourned the meeting at 2:56 p.m.

**Meeting Summary:**

* The Executive Committee voted in favor of forwarding the recommendation to changes in the FY 2022 Part A allocation to the council for a vote.
* The Executive Committee voted in favor of forwarding the new membership election of Danielle Brantley to the council for a vote.
* The Executive Committee voted in favor of forwarding the proposed amendments to Bylaw 1.1 to the council for a vote.
* The Executive Committee voted in favor of forwarding the proposed amendments to Bylaw 1.2 h. to the council for a vote.
* The Executive Committee voted in favor of forwarding the proposed amendments to Bylaw 1.1 f. to the council for a vote.
* The Executive Committee voted in favor of forwarding the proposed amendments to Bylaw 2.1 m. to the council for a vote.
* The Executive Committee voted in favor of forwarding the proposed amendments to Bylaw 2.15 a. to the council for a vote.
* The Executive Committee voted in favor of forwarding the proposed amendments to Bylaw 4.3 d. to the council for a vote.
* The Executive Committee reviewed edits to Bylaws 1, 1.2 g. 2.11, and 2.14.

**Documents distributed before the meeting:**

* Proposed agenda
* October 4, 2022 meeting minutes
* FY2022 Part A Reallocation Proposal
* Action item: Part A Reallocation Proposal
* Action item: New Membership Election
* Bylaws sections 1-4

**Additional documents displayed during the meeting:**

* November 8, 2022 MCHACP agenda
* 2.8 Attendance Requirements

**CNA/cw**