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

**Executive Committee**

**Tuesday, December 6, 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) | James McMurray (Membership and Training) |
| Danielle Brantley (Community Voices) | Lesa Nelson (Council Co-Chair) |
| McKinzie Woelfel (Council Co-Chair) | Jay Orne (Disparities Elimination) |
| Calvin Hillary Hylton (Membership and Training) | Sarah Schiele (Disparities Elimination) |
| Larry McPherson (Planning and Allocation) | Tyrie Stanley (Council Co-Chair, Planning and Allocation) |
| **Committee Members Absent:** |  |
| Julian Hines (Needs Assessment and Evaluation) | Jo Ann Vertetis (Community Voices) |
| **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 MDH | Pat Reymann, Parliamentarian |
| **Council Staff:** |  |
| Carissa Weisdorf | Christine Ashley-Norberg (minutes) |
| Audra Gaikowski |  |

Quorum Present? **Yes**

1. **Welcome and introductions:** Tyrie Stanley 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.
* Pat Reymann confirmed that the roll call vote for the November 1 meeting was recorded appropriately.
* The minutes from the November 1, 2022 meeting were displayed and approved as printed.
1. **Council co-chair update**: McKinzie Woelfel, co-chair provided the update.
	* McKinzie stated that the next council meeting will be hybrid in room 110 in the Health Services Building.
2. **Committee Reports**

## **A. Planning and Allocations Committee:** Larry McPherson provided the committee update and said the committee did not meet in November.

**B. Membership and Training Committee:** Calvin Hillary Hylton provided the committee update.

* Membership and Training Committee members held 6 interviews in November and there will be more in December.
* Calvin encouraged everyone to let people know about the openings.

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

* + - Needs Assessment and Evaluation Committee members talked about going forward with issues in the Minnesota correctional facilities.
		- The NAE Committee will not be meeting in December.

**D. Disparities Elimination Committee:** Jay Orne provided the committee update.

* + - At the last Disparities and Elimination Committee (DEC) meeting, Thomas Blissett gave an overview of Ryan White mental health and psychosocial support services.
		- DEC heard a data report on how Ryan White services areas for mental health and psychosocial support are currently being used. The committee held a discussion and talked about ways to use the data in the future.
		- Two presenters from Rainbow Health, Raisin Johnson, and Chris Lorenz, gave information about navigation around mental health resources.
		- DEC will focus on improving navigation for clients and the unmet need for more short-term crisis support.
		- Sarah Schiele added that DEC discussed how to bucket out the work between systems, organization, services offered, and they will spend more time in this area.
		- Jonathan Hanft commented that Hennepin County has crisis mental health services and we can ask them to attend a DEC meeting. Also, it may be helpful to meet with a Ryan White provider that is more culturally specific around providing mental health services to priority populations.

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

1. **Recipient Reports**
	1. **Part A:** Jonathan Hanftprovided the report from Part A.
* The Integrated Plan is finished and will be submitted by December 9.
* Bryan Bick’s position will be posted internally for lateral transfer within the same class from Hennepin County Human Services and Public Health. Any candidates will be interviewed, or if no one is hired, it will go out as an open competitive posting.
* A Part A HIV Services Grant Supervisor will be hired to oversee grant administration and services planning. The position was posted and will be sent out to council members to share.
* Jonathan welcomed Audra Gaikowski, the new Council Coordinator. She helped with the 2020 Needs Assessment and is familiar with the Ryan White program.
* Jonathan shared that the Hennepin County emergency preparedness aspect of the outbreak response has ended. The response continues and a structure for internal and external coordination is being created.
* Monthly meetings with MDH will continue for the epidemiological updates and data sharing as well as partner coordination.
* There will be monthly updates from public health clinical services, including Healthcare for the Homeless, Red Door services, and disease intervention staff who are continuing to advance in the outbreak response.
* Jonathan provided an outbreak update. There are two new cases in the Hennepin/Ramsey outbreak. Two subclusters have been identified, one subcluster is people inject drugs, who have some involvement with homeless encampments. The other subcluster is people who inject drugs, a large proportion are men who have sex with men who also inject drugs, who do not have any encampment involvement. The two new cases in the Hennepin/Ramsey outbreak are in the cluster that does not have encampment involvement.
* The last MDH report update reports one case added to the Duluth-area outbreak.
* Additional Part A housing funding was allocated starting this year with the grant increase. DEC provided a directive to direct those resources towards services delivered in a culturally responsive way to American Indian and Alaskan natives, because of their over-representation in the outbreak. A provider that would meet those criteria was approached but did not respond so a Request for Proposal (RFP) will be released by the middle of this month.
* A new council policy letter from Health Resources and Services Administration HIV/AIDS Bureau said there can be no cash reimbursement for council members who are also Part A clients. When there is a new project officer, more details can be given to see if reimbursement can continue to council members for expenses related to meetings. The policy has immediate implementation.
* The budget might need to be revised since these items have been included since the beginning of the grant and approved every year.
	+ Carissa added that gift cards are still acceptable, but cash payment is not.
	+ Jonathan added that the gift cards will have to be for a particular purpose and the new project officer can answer specific questions about the change.
	+ A committee member asked if this is for the rural area or the TGA in metro area.
	+ Jonathan assumes it also applies to Part B funds and he will speak with Thomas about this.

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

* The noncompetitive continuation of Part B application was submitted to Health Resources and Services Administration (HRSA) on November 18. The same level of funding for the upcoming grant year is anticipated, and contracts will most likely not be increased.
* Thomas provided updates on ADAP and Program HH. Open enrollment plans for 2023 are in progress. Mailer one for Medicare open enrollment went out on September 22, asking clients to apply for low-income subsidies and to report any changes to their information on their ADAP file.
* Additional mailers to clients went out in October and November for Program HH enrollees who are not insured and have been waiting for an off-market plan or qualified health plan or employer sponsored plan at the end of the year.
* Updated Program HH application forms are now available in paper and [fillable PDF](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3539B-ENG) formats. The forms incorporate PCN 21-02 guidelines that eliminated the six-month renewal requirement.
* Jonathan Hanft added that the agreement with MDH and DHS that formalizes governance of care is now fully executed. This is a precursor to moving ahead with centralized eligibility. Centralized eligibility removes the barrier of clients having to take documents to every organization to determine eligibility.
* The web-based forms will allow providers and clients to complete an initial application for clients new to Program HH, client annual renewals, and documents can be uploaded into the system.
* A fourth Program HH eligibility specialist, Kenya Lopez, started. Insurance specialist Richard Judge retired in August and DHS will fill that position.
* All Part B providers must have a spending plan submitted to DHS by December 15. This will allow DHS to plan for the upcoming state fiscal year. DHS is currently planning site visits for in the spring of 2023.
* DHS is currently reviewing all funded services to ensure all federal requirements are met, including but not limited to, payer of last resort.
* The refresher of End HIV Minnesota is complete. It includes the identification of new operational principles and 8 priority tactics that will be focused on in the next few years.
* DHS and MDH have identified action steps related to these tactics and are in the process of planning for this work. Thomas thanks the committee for the work on the Integrated Plan and a job well done.

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

* The prevention unit staff are closing out grants and preparing for a new grant cycle.
* 2022 RFP award letters will be sent out this week and MDH is working to finalize the RFP process.
* The HIV FIMR board, which works to improve local perinatal HIV systems, recommended improvement of community communications between obstetrics, infectious disease, and emergency departments.
* The perinatal nurses and CLS supervisor will coordinate with Dr. Akinsete, at HealthPartners and Dr. Jill Foster at the University of Minnesota.
* There are no staffing updates but five DIS positions will be posted soon and will be provided to Audra.
1. **Council staff update and review council meeting agenda**. Carissa Weisdorf provided the update.
* The council is actively seeking applications for the next term starting on March 1, 2023. New applicants are being interviewed for the 14 openings on the council. The openings are listed on the council website homepage and in the committee summary report.
* Carissa recommends applications be submitted no later than January 6th to be considered for the next term since the Membership and Training Committee will make their decisions on who to recommend for election at the February council meeting.
* Carissa welcomed Audra, who will be taking over the work plans of the council and committees and the lead staff responsibilities.
* Carissa displayed the proposed agenda for Minnesota Council for HIV/AIDS Care and Prevention Meeting (MCHACP), December 13, 2022.
	+ There is a plan to light the candle for the recent tragedy of the LGBTQ+ bar in Colorado Springs.
	+ Audra will introduce herself to the council.
	+ There are a number of action items, including 6 bylaw amendments and any proposed amendments that come from this meeting for the council to review and vote on at the January meeting.
	+ There will be time for committee reports.
	+ Carissa will present the Part A Assessment of the Administrative Mechanism results and Part A staff will listen to any feedback from the council based on the results.
	+ The meeting will end at 10:30, let Carissa know if there is anything to add to the meeting.
	+ Carissa added hard topics moving forward to the Unfinished Business section of the agenda.
1. **Council bylaws review.** Carissa displayed ***Bylaws sections 1-10***
* The Executive Committee approved 6 amendments at the last meeting and will continue with motions to amend the bylaws to forward to the council for review.
* Carissa presented proposed edits to the committee.
	+ MDH requested a change to update the name of their section.
	+ In the Mission and Vision Statement, MDH requested a change in the language from high-risk target to the “highest-risk population.”
	+ Under Council Responsibilities 1.2.e. remove the word “target.”
	+ Under Membership, 2.1.g. spell out the acronym LGBTQ+ communities.
	+ Under Demographic Reflectiveness, change the language to “people who inject drugs (PWID)” and “people who use drugs (PWUD).”
	+ Under Other Member Expectations i. change Prevention to “Planning.”
	+ Under Leadership 3.1, 3.2 Council Co-Chairs strike out the word Community.
* Carissa reviewed proposed amendments to the council bylaws.
* **MOTION:** McKinzie Woelfel moved to insert in bylaw 1.2. under Council Responsibilities Part b. after “Identify and collaborate with appropriate stakeholders in HIV prevention and treatment planning“ to “participate in comprehensive engagement process.” The motion was seconded.
* **DEBATE:** Tyrie Stanley called for debate.There was none.
* **VOTE:** The motion was approved with a vote of 3 ayes and zero nos.
* **MOTION**: McKinzie Woelfel moved to add to bylaw 4.2 “Council members who wish to participate on additional committees may do so. They are eligible to vote on issues brought before a committee once they have satisfied the committee’s membership requirements for community membership.” The motion was seconded.
* **DEBATE**: Tyrie Stanley called for debate. There was none.
* **VOTE**: The motion was approved with a vote of 3 ayes and zero nos.
* **MOTION:** Sarah Schiele moved to amend bylaw 4.2.b. to strike out “members” and insert “council members and will need to regain their voting rights on their committee if they miss three consecutive meetings or seven meetings in the most recent 12-month period.” The motion was seconded.
* **DEBATE:** Tyrie Stanley called for debate. There was none.
* **VOTE:** The motion was approved with a vote of 3 ayes and zero nos.
* **MOTION:** Joe Amrhein moved to amend bylaw Section 2.8 Attendance Requirements to strike out “members are required to attend 50% of meetings and cannot miss three consecutive regularly scheduled meetings in a rolling calendar year to maintain membership on the council” and insert “Members will automatically receive attendance warning letter if they accrue a. Two consecutive absences at regularly scheduled council meetings; or b. Two consecutive absences at regularly schedule meetings of their assigned committee; or c. Six total absences from their assignments during the most recent 12-month period. Members on a leave of absence will not be counted absent, but any previous or future absence during the most recent 12-month period will still apply to their attendance record.” The motion was seconded.
* **DEBATE:** Tyrie Stanley called for debate. There was none.
* **VOTE:** The motion was approved with a vote of 3 ayes and zero nos.
* **MOTION:** Sarah Schiele moved to amend bylaw 2.10 to strike out “If a member accrues two consecutive absences, or five total absences during the most recent twelve-month period, whether it is from the full council or their assigned committee meetings, they will automatically receive a warning letter. If a member misses three consecutive meetings, or six total absences during the most recent twelve-month period, they will automatically be removed from the council” and insert “members will be removed from the council if they miss: a. 3 consecutive regularly scheduled council meetings; or b. 3 consecutive regularly scheduled meetings of their assigned committee; or c. A combination of 7 council and committee meetings in the most recent 12-month period.” The motion was seconded.
	+ Thomas Blissett asked if this is in conflict with what was just passed. Tyrie responded that is another section for community members.
* **DEBATE:** Tyrie Stanley called for debate. There was none.
* **VOTE:** The motion was approved with a vote of 3 ayes and zero nos.
* **MOTION:** McKinzie Woelfel moved to amend bylaw 3.1 to strike out “two community chairs” and insert “a minimum of two, and up to three, council members serve as co-chairs of the council. Co-chairs are” jointly appointed. The motion was seconded.
* **DEBATE:** Tyrie Stanley called for debate. There was none.
* **VOTE:** The motion was approved with a vote of 3 ayes and zero nos.
* **MOTION:** McKinzie Woelfel moved to amend bylaw 3.1 to strike out “The representative of MDH on the council shall serve as a third chair in accordance with the requirements of a CDC HIV planning guidance, and shall be appointed by MDH’s STD/HIV/TB Section Manager. The term limit of the MDH appointed chair shall be at the discretion of the appointing authority.” McKinzie also moved to strike out with a conforming amendment 3.4. Roles of the MDH Appointed Co-Chair. “a. Serve as primary liaison to MDH and the Commissioner of Health. b. Represent MDH’s HIV programs. c. Advise the council and community co-chairs as to capacity and limitations of MDH in implementation and administration of programs. d. Facilitate linkage between the CDC and the community co-chairs. e. Represent the linkage between the council and MDH to the media and the public. f. Represent the linkage between the council and MDH at local and national meetings and/or on other advisory groups, as appropriate.” The motion was seconded.
* **DEBATE:** Tyrie Stanley called for debate. There was none.
* **VOTE:** The motion was approved with a vote of 3 ayes and zero nos.
* **MOTION**: Sarah Schiele moved to insert under 5.1. Quorum “and excludes any member who is on a leave of absence.” The motion was seconded.
* **DEBATE**: Tyrie Stanley called for debate. There was none.
* **VOTE**: The motion was approved with a vote of 3 ayes and zero nos.
* For the next meeting, the committee will complete the bylaw amendments.
	+ 5.5 Code of Conduct
	+ 5.6 Procedures and Process to Address Misconduct.
1. **Unfinished Business / New Business**
* No new business was discussed.
1. **Announcements:** There were no announcements.
2. **Adjourn:** Tyrie Stanley adjourned the meeting at 2:56 p.m.

**Meeting Summary:**

* The Executive Committee approved amendments to bylaws 1.2., 2.8, 2.10, 3.1, and 3.4, 4.2, and 5.1.
* The committee heard reports from the other committees of the council, council staff, and the government recipients.

**Documents distributed before the meeting:**

* Proposed agenda
* November 1, 2022 meeting minutes
* Bylaws sections 1-10
* New 4.2 and 4.3 committee organization

**Additional documents displayed during the meeting:**

* Proposed agenda for December 13 Minnesota Council for HIV/AIDS Care and Prevention meeting

**CN/cw**