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

**Tuesday, December 13, 2022**

**9 – 11 a.m.**

**Hybrid In-Person/Microsoft Teams Meeting**

**Meeting Minutes**

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| **Council Members Present:** |  |
| Joseph Amrhein | Rev. Jim Mitulski |
| Julian Hines | Lesa Nelson (council co-chair) |
| Charlotte Detournay | Jay Orne |
| Alissa Fountain | Larry McPherson |
| Megan Higdon | Angela Reed |
| Calvin Hillary Hylton | Tyrie Stanley (council co-chair) |
| Annalise Jackson, RN, MSN, PH | John Vener, MD |
| Doug Peterson | Amy Miller |
| McKinzie Woelfel (council co-chair) | Danielle Brantley |
| **Council Members Absent:** |
| Stephen Jensen | Antwon Davis |
| Gage Urvina | Sarah Schiele |
| **Community Members/Guests/Consultants:** |  |
| Verneice Acevedo, Community Member | Mary McCarthy, RAAN |
| Hannah Kass-Aten, MDH | James McMurray, Aliveness Project |
| Celia Martinez | Jo Ann Vertetis, Community Member |
| Aubrey Hagen | Tristian Sparks |
|  | Mona Deoferio |
|  |  |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| Cody Raasch | Thomas Blissett |
| **MDH (Prevention) Representative:** | **MCHACP Parliamentarian:** |
| Peggy Darrett-Brewer | **Pat Reymann** |
| **MCHACP Staff:** |  |
| Carissa Weisdorf | Christine Ashley-Norberg (minutes) |
| Audra Gaikowski, Coordinator |  |

Quorum Present? **Yes**

1. **Call to Order, Welcome and Introductions**
* McKinzie Woelfel called the meeting to order at 9:02 a.m. Introductions were made.
* McKinzie led the council in reading the guiding principles.
* The minutes from the November 8 meeting were reviewed and approved with two changes.
	+ Pat Reymann corrected the attendance grid, she should not be listed as a council member. Cody Raasch’s attendance was also corrected to indicate he is a guest.
* The proposed agenda was reviewed and approved as printed.
* The candle was lit in remembrance of those who lost their lives in the tragic shooting at Club Q in Colorado Springs.
1. **Council coordinator spotlight: Audra Gaikowski**

Audra Gaikowski introduced herself as the new council coordinator and took some time to answer questions about herself.

1. **Recipient reports.**

**A.** **Part A** *Jonathan Hanft, Hennepin County Ryan White Program*

* The HIV outbreak update was presented. The outbreak in Hennepin/Ramsey counties is now at 154 cases. Two subclusters have been identified, one subcluster is encampment related. The other subcluster are non-encampment related and a large proportion are men who have sex with men who inject also inject drugs. There are 3 new cases in the Duluth area.
* The Fiscal Year 2023 Part A Core Medical Services Expenditure Waiver was approved which means the Part A Ryan White Program is not required to spend 75% of funds on core medical services.
* Health Resources and Services Administration (HRSA) released the Ryan White HIV/AIDS Program Annual Client-Level Data Report 2021. The data show significant progress nationwide in achieving higher viral suppression rates.
* A new council policy letter from HRSA HIV/AIDS Bureau said there can be no cash reimbursement for Ryan White consumers who serve on the council. When there is a new project officer questions can be answered about this change.
* The Early Identification with Individuals with HIV/AIDS (EIIHA) annual stakeholder meeting will be held January 12.
* The council administrative specialist position will be posted internally for lateral transfer within Hennepin County Human Services and Public Health. If there are no candidates identified it will go out as an open competitive posting.
* The Part A HIV services grant supervisor position is posted and will close this Friday.
* Jonathan welcomed Audra Gaikowski, the new council coordinator.
* A committee member asked how we know the number of people who don't know their HIV status and how will we know if we improve that number.
	+ Hannah Kass-Aten from the Minnesota Department of Health (MDH) responded that the estimate is calculated every year with methodology from the Centers for Disease Control (CDC). This gives a wide estimate about how many people are living with undiagnosed HIV in Minnesota. Last year there were about 1,100 people. Ideally that estimate decreases every year but has been in a similar range the last few years.
* A committee member asked what kind of programs and resources are available for people that are 50 and older living with HIV/AIDS?
	+ Jonathan Hanft responded there is a program at Rainbow Health and at Hennepin Healthcare’s Positive Care Center for people with HIV who are aging, and any Ryan White funded service can serve people who are aging.
	+ Jonathan added that Ryan White services reports are now providing specific information about viral suppression rates and housing status for the aging population. If there is interest the council could invite speakers who can talk about specific programs.

**B. Part B** *Thomas Blissett, Minnesota Department of Human Services HIV Supports*

* Notices to sub-recipients were sent out to inform them that accumulated rebates have been spent down faster than forecasted. The tools to forecast rebates are being recalibrated to determine what this means for funding for the next two state fiscal years. They are preparing detailed updates for the council, sub-recipients, and community stakeholders for early January 2023.
* Thomas commented that they requested the ability to use ADAP Flex which will allow them to use up to 5% of the ADAP base award for access monitoring and adherence. This will allow them to pay for the health insurance premium and cost share for low-income individuals, which is currently housed under emergency financial assistance.
* Open enrollment plans for 2023 are in progress. Mailer one for Medicare open enrollment went out in September, asking clients to apply for low-income subsidies and to report any changes to their information on their ADAP file.
* They are working with Hennepin County to communicate a plan for the rollout of centralized eligibility over the next 7 to 10 months. All documents needed to share data between parties is submitted and there is no legal obstruction that will prevent the rollout of centralized eligibility.
* The Integrated Plan was submitted to HRSA and the CDC on December 8th.
* There are three current ADAP vacant positions to be filled.
* The CAREWare team is working on adding a case manager field so a client can access the case manager for resources or referrals.

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

* The prevention unit and staff are closing out grants and preparing for a new grant cycle.
* Award letters were sent out to 15 agencies selected through the MDH external and internal RFP process to provide early intervention services, harm reduction services, syringe service programs, and HIV negative people at great risk PrEP programs. The agencies who have accepted funding will be posted on the MDH website.
* 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 HealthPartners and the University of Minnesota.
* They will post a position for a HIV/STD nurse to work with the FIMR board and congenital syphilis board.
1. **Committee reports:** The ***Committee Report Summaries*** document was displayed and also provided in written format.
	1. **Executive and Co-Chair Update:** McKinzie Woelfel displayed the ***Executive Committee biennial review of the council bylaws.***
* **Action item:** Bylaw amendment 1.1, third bullet
* **MOTION:** Lesa Nelson read the action item rationale and 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.” There was no discussion.
* **Vote:** The motion passed with a vote of 15 ayes and 0 nos.

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| **Bylaw Amendment 1.1., third bullet Roll Call Vote** |
| **Name** | **Vote** | **Name** | **Vote** |
| Joe | Amrhein | Aye | Jim | Mitulski | Aye |
| Charlotte | Detournay | Aye | Jay | Orne | Aye |
| Alissa | Fountain | Aye | Doug | Peterson | Aye |
| Megan  | Higdon | Aye | Angela | Reed | Aye |
| Calvin | Hillary Hylton | Aye | Tyrie | Stanley | Aye |
| Julian | Hines | Not present for vote | John | Vener | Aye |
| Annalise | Jackson | Aye | Lesa | Nelson | Aye |
| Larry  | McPherson | Aye | McKinzie | Woelfel | Abstained due to facilitation |
| Amy | Miller | Aye |  |  |  |

* **Action item:** Bylaw amendment 1.1 (2)
* **MOTION:** Lesa Nelson read the action item rationale and moved to amend the fifth bullet point under Bylaw 1.1 by striking out “recipients” and inserting “Part A recipient”; amending Bylaw 1.2h. by striking out “and Part B”; amending the seventh bullet point under 2.4 b. by inserting “Part A” before administrative mechanism; and amending the sixth bullet point under 4.3d. by striking out "Review the performance of the Part A, Part B, and prevention recipients and assess the efficiency and effectiveness of the administrative mechanism" and inserting “Assess the efficiency and effectiveness of the Part A administrative mechanism." There was no discussion.
* **Vote:** The motion passed with a vote of 15 ayes and 0 nos.

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| **Bylaw Amendment 1.1 (2) Roll Call Vote** |
| **Name** | **Vote** | **Name** | **Vote** |
| Joe | Amrhein | Aye | Jim | Mitulski | Aye |
| Charlotte | Detournay | Aye | Jay | Orne | Aye |
| Alissa | Fountain | Aye | Doug | Peterson | Aye |
| Megan  | Higdon | Aye | Angela | Reed | Aye |
| Calvin | Hillary Hylton | Aye | Tyrie | Stanley | Aye |
| Julian | Hines | Not present for vote | John | Vener | Aye |
| Annalise | Jackson | Aye | Lesa | Nelson | Aye |
| Larry  | McPherson | Aye | McKinzie | Woelfel | Abstained due to facilitation |
| Amy | Miller | Aye |  |  |  |

* **Action item:** Bylaw amendment 1.2 f.
* **MOTION:** Lesa Nelson read the action item rationale and moved to amend the Bylaw 1.2 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.” There was no discussion.
* **Vote:** The motion passed with a vote of 15 ayes and 0 nos.

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| **Bylaw Amendment 1.2.f. Roll Call Vote** |
| **Name** | **Vote** | **Name** | **Vote** |
| Joe | Amrhein | Aye | Jim | Mitulski | Aye |
| Charlotte | Detournay | Aye | Jay | Orne | Aye |
| Alissa | Fountain | Aye | Doug | Peterson | Aye |
| Megan  | Higdon | Aye | Angela | Reed | Aye |
| Calvin | Hillary Hylton | Aye | Tyrie | Stanley | Aye |
| Julian | Hines | Not present for vote | John | Vener | Aye |
| Annalise | Jackson | Aye | Lesa | Nelson | Aye |
| Larry  | McPherson | Aye | McKinzie | Woelfel | Abstained due to facilitation |
| Amy | Miller | Aye |  |  |  |

* **Action item:** Bylaw amendment 2.1 m.
* **MOTION:** Lesa Nelson read the action item rationale and moved to amend the Bylaw 2.1 m. by striking out “Grantee under Part A of the Ryan White Act”. There was no discussion.
* **Vote:** The motion passed with a vote of 15 ayes and 0 nos.

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| **Bylaw Amendment 2.1.m. Roll Call Vote** |
| **Name** | **Vote** | **Name** | **Vote** |
| Joe | Amrhein | Aye | Jim | Mitulski | Aye |
| Charlotte | Detournay | Aye | Jay | Orne | Aye |
| Alissa | Fountain | Aye | Doug | Peterson | Aye |
| Megan  | Higdon | Aye | Angela | Reed | Aye |
| Calvin | Hillary Hylton | Aye | Tyrie | Stanley | Aye |
| Julian | Hines | Not present for vote | John | Vener | Aye |
| Annalise | Jackson | Aye | Lesa | Nelson | Aye |
| Larry  | McPherson | Aye | McKinzie | Woelfel | Abstained due to facilitation |
| Amy | Miller | Aye |  |  |  |

* **Action item:** Bylaw amendment 2.15 a.
* **MOTION:** Lesa Nelson read the action item rationale and moved to amend the fifth bullet point under Bylaw 2.15 a. by striking out “$150” and inserting “$160”. There was no discussion.
* **Vote:** The motion passed with a vote of 15 ayes and 0 nos.

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| **Bylaw Amendment 2.15.a. Roll Call Vote** |
| **Name** | **Vote** | **Name** | **Vote** |
| Joe | Amrhein | Aye | Jim | Mitulski | Aye |
| Charlotte | Detournay | Aye | Jay | Orne | Aye |
| Alissa | Fountain | Aye | Doug | Peterson | Aye |
| Megan  | Higdon | Aye | Angela | Reed | Aye |
| Calvin | Hillary Hylton | Aye | Tyrie | Stanley | Aye |
| Julian | Hines | Not present for vote | John | Vener | Aye |
| Annalise | Jackson | Aye | Lesa | Nelson | Aye |
| Larry  | McPherson | Aye | McKinzie | Woelfel | Abstained due to facilitation |
| Amy | Miller | Aye |  |  |  |

* **Action item:** Bylaw amendment 4.3 d.
* **MOTION:** Lesa Nelson read the action item rationale and moved to amend the Bylaw 4.3 d. by inserting after the first sentence “Membership is limited to appointed council members.” with a proviso that the amendment will take effect April 11, 2023 to allow all members to serve out their term on the Executive Committee. There was no discussion.
* **Vote:** The motion passed with a vote of 15 ayes and 0 nos.

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| **Bylaw Amendment 4.3.d. Roll Call Vote** |
| **Name** | **Vote** | **Name** | **Vote** |
| Joe | Amrhein | Aye | Jim | Mitulski | Aye |
| Charlotte | Detournay | Aye | Jay | Orne | Aye |
| Alissa | Fountain | Aye | Doug | Peterson | Aye |
| Megan  | Higdon | Aye | Angela | Reed | Aye |
| Calvin | Hillary Hylton | Aye | Tyrie | Stanley | Aye |
| Julian | Hines | Not present for vote | John | Vener | Aye |
| Annalise | Jackson | Aye | Lesa | Nelson | Aye |
| Larry  | McPherson | Aye | McKinzie | Woelfel | Abstained due to facilitation |
| Amy | Miller | Aye |  |  |  |

* McKinzie Woelfel referred to the ***Committee Report Summaries***
	1. **Community Voices Committee**: Jo Ann Vertetis provided the update.
* The next meeting with be January 9, from 4-6 p.m. at Aliveness.
	+ Tyrie asked if the committee will meet at other venues.
	+ Danielle said she is not aware of any change.
	1. **Disparities Elimination Committee:** Jay Orne provided the update.
* The committee had a good meeting from a couple of outside presenters on mental health and psychosocial service support service areas. They received useful feedback from them about potential efforts the council could be making in the future to increase education about the availability of services.
	1. **Membership and Training Committee:** Calvin Hillary Hylton provided an update.
* The committee continues to hold interviews for council membership and he asked for help in identifying and referring folks who might be qualified to join the council's work.
	1. **Needs Assessment and Evaluation Committee:** Joe Amrhein presented the update.

The committee is waiting for DHS to move along with the automatic enrollment for ADAP individuals that are incarcerated in Minnesota jails and prisons.

* 1. **Planning and Allocations Committee.** Larry McPherson stated there are no additional updates.
* Tyrie Stanley will be the presiding chair for the remainder of the meeting.
1. **Part A Assessment of Administrative Mechanism results.** Carissa Weisdorf displayed the ***Results of Part A Assessment of Administrative Mechanism***.
* The assessment of the administrative mechanism for Part A and the full results are available. The results were emailed out to members and placed on the council website.
* Carissa reminded the committee that it is written into the Ryan White legislation that the planning council completes the assessment for Part A. It is also a standard of membership and every council member is expected to complete it.
* The assessment evaluates how rapidly Part A funds are allocated and made available for care. It involves ensuring that funds are being contracted for quickly and through an open process and that providers are being paid in a timely manner. The Needs Assessment and Evaluation Committee began the assessment in July 2022, a training was provided at the September council meeting. Sixteen of 22 members completed the assessment.
* Carissa reviewed the ***Results of Part A Assessment of Administrative Mechanism*.**
* Jonathan Hanft commented that the assessment is a way to make sure that your plan is effectively implemented for Part A by the Ryan White program in a timely way with no interruption in services. After fiscal year plans are made, they will get the funds out to programs that can provide services and fill gaps for people with HIV.
1. **Council staff report:** Carissa Weisdorf provided the report.
* Carissa welcomed Danielle Brantley to her first meeting of the council.
* The 2022 to 2026 Integrated Plan was submitted. She thanked the council co-chairs for serving on the steering committee and to the Planning and Allocations Committee, Needs Assessment and Evaluation Committee, Disparities Elimination Committee, and Community Voices Committee for all of their work in the planning over this calendar year. The plan is on the council website and will be sent out by e-mail.
* Carissa also asked that members help recruit people to fill council vacancies. The vacancies are listed in the committee reports document.
1. **Unfinished Business / New Business**
* The future of the council’s “hard topic conversations” was discussed. The council will move into a model of a less formal conversation time. If there is a topic discussed at a council meeting, time will be set aside time for a conversation.
* Carissa suggested that the topic of aging with HIV would be a great conversation for the council to have.
1. **Open Forum.** There was no open forum.
2. **Announcements**
* A committee member mentioned that Dylan Boyer from the Aliveness Project was interviewed for an NPR show on World AIDS Day on December 1, 2022.
1. **Adjourn:** Tyrie Stanley adjourned the meeting at 10:37 a.m.

**Meeting Summary**

* Executive Committee approved amendments to council bylaws
	+ **Action item:** Bylaw amendment 1.1
	+ **Action item:** Bylaw amendment 1.1 (2)
	+ **Action item:** Bylaw amendment 1.2 f.
	+ **Action item:** Bylaw amendment 2.1 m.
	+ **Action item:** Bylaw amendment 2.15 a.
	+ **Action item:** Bylaw amendment 4.3 d.
* The council reviewed theResults of Part A Assessment of Administrative Mechanism.

**Documents distributed before the meeting:**

* November 8, 2022 Meeting Minutes
* December 13, 2022 Agenda
* December 13 Committee Report Summaries
* 2022.12.06 Executive Committee Review of the Council Bylaws
* ACTION ITEM: 2022.12.13 action items for bylaw amendments
* FY 2021 AAM results

**Additional documents displayed during the meeting:**

* Part A Update
* Minnesota and Minneapolis-St. Paul Integrated Plan for 2022-2026
* AAM Results

**CN/cw/ag**