

**Minnesota Council for HIV/AIDS Care and Prevention  
Executive Committee Meeting  
Tuesday, April 4, 2023  
1:00 – 3:00 p.m.  
Meeting Minutes**

<b>Committee Members Present:</b>	
Joe Amrhein (Council Co-Chair, Needs Assessment and Evaluation)	Jay Orne (Disparities Elimination)
Larry McPherson (Planning and Allocation)	Tyrie Stanley (Council Co-Chair, Planning and Allocation)
Calvin Hillary Hylton (Council Co-Chair, Disparities Elimination)	Julian Hines (Needs Assessment and Evaluation)
<b>Committee Members Absent:</b>	
Danielle Brantley	Sarah Schiele (Disparities Elimination)
<b>Guests:</b>	
Thomas Blissett, DHS	Tristan Sparks (Community Voices Committee)
Alejandro Aguilera (Needs Assessment and Evaluation)	Stephen Jensen (Membership and Training)
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Erika Etshokin	Shea Amaro
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Parliamentarian:</b>
Peggy Darrett-Brewer	Pat Reymann, Parliamentarian
<b>Council Staff:</b>	
Audra Gaikowski, Council Coordinator	Lindsay Concepcion (minutes)

Quorum Present? **Yes**

**Proposed Agenda**

**I. Welcome and introductions**

- Calvin Hylton called the meeting to order at 1:02 p.m. Introductions were made.

**II. Review and approval of the agenda and past meeting minutes**

- The proposed agenda for the meeting was approved as written.
- The minutes from the March 7 meeting were reviewed and approved.

**III. Council co-chair update**

- Membership and Training co-chairs report an upcoming update on religious holiday conflicts with council and committee meetings.
  - As a reminder, co-chairs should take the time to discuss flexibilities and accommodations for religious needs in their respective committees. Membership & Training Committee is not recommending specific cancellations, but is asking committees to be mindful of excusing members with accommodation needs and to review the calendar in their upcoming committee meeting.

#### IV. Committee Reports

- A. Planning and Allocations Committee
  - No updates. The committee will meet April 26.
- B. Membership and Training Committee
  - **MOTION:** Tyrie Stanley read the action item **Membership & Training Committee Co-Chair Election** and motioned that Stephen Jensen be elected to serve as co-chair for the Membership & Training Committee.
  - **DEBATE:** There was no debate.
  - **VOTE:** The vote passed 3-0. The action item will be forwarded to the full Council for consideration by the council in the April meeting.
  - Audra added that in the last committee meeting, the committee assigned interview schedules, reviewed the council training schedule, reviewed new applications, reviewed religious holidays calendar.
- C. Needs Assessment and Evaluation Committee
  - **MOTION:** Joe Amrhein read the action item **Needs Assessment & Evaluation Committee Co-Chair Election** and motioned that Joe Amrhein and Alejandro Aguilera be elected to serve as co-chair for the Needs Assessment & Evaluation Committee.
  - **DEBATE:** There was no debate.
  - **VOTE:** The vote passed 4-0. The action item will be forwarded to the full Council for consideration by the council in the April meeting.
  - Joe Amrhein added that Needs Assessment & Evaluation hosted their annual committee co-chair election, discussed next steps in care for incarcerated peoples, continued working with DHS regarding automatic enrolment of ADAP, looked into options with social workers assisting with logistics of HIV care. There is a current pause due to IT issues in the discussion with DHS regarding automatic enrolment.
- D. Disparities Elimination Committee
  - **MOTION:** Jay Orne read the action item **Disparities Elimination Committee Co-Chair Election** and motioned that Jay Orne and Sarah Schiele be elected to serve as co-chair for the Disparities Elimination Committee.
  - **DEBATE:** There was no debate.
  - **VOTE:** The vote passed 4-0. The action item will be forwarded to the full Council for consideration by the council in the April meeting.
  - Jay stated that the committee continues preparing for mental health forum in May, reviewed past mental health subcommittee's work, requested progress on the subcommittee's work from Part A and Part B, reviewed the committee workplan for FY2023, gathered ideas on additional disparities for the committee to address, and hosted the annual committee co-chair election.
- E. Community Voices Committee
  - **MOTION:** Joe Amrhein read the action item **Community Voices Committee Co-Chair Election** and motioned that Danielle Brantley and Tristian Sparks be elected to serve as co-chair for the Disparities Elimination Committee.
  - **DEBATE:** There was no debate.

- **VOTE:** The vote passed 4-0. The action item will be forwarded to the full Council for consideration by the council in the April meeting.
- Audra provided the update for Community Voices and stated that they received an update on HIV Day on the Hill, discussed the meeting location for this year's CVC meetings, gathered volunteer names for World AIDS Day Breakfast event, and hosted the annual committee co-chair election.
  - i. Tyrie asked Audra to bring back to the Community Voices Committee to consider that hosting this community meeting in the same location shows favoritism to one provider.
  - ii. Tristian asked if this would fall under the conflict of interest policy.
  - iii. Pat responded that it would be a stretch to consider this being conflict of interest.
  - iv. Tristian and Audra will bring this information back to the next CVC meeting.

## V. Recipient Reports

### A. Part A, Eriika Etshokin

- a. Part A is expecting to receive full award soon and if there are allocation changes, they will bring them to the Planning & Allocations Committee so the Council can approve adjustments in May.
- b. Expenditures waiver was approved for FY2023 which allows recipients to expend a greater percentage of funds on core medical services.
- c. Currently working on progress report to submit to HRSA before May 29.
- d. HIV outbreak numbers – 1 new case since last update, 168 total cases associated with the Hennepin and Ramsey Counties outbreak of which 73 were encampment related.
- e. Ryan White team will be fully staffed by next month: Eriika has recently joined as the Ryan White grant supervisor; 4/10/23 there will be council administrative specialist Jeremy Stadelman to support Audra; 4/24/23 Scott Bilodeau will be starting as quality management coordinator.
- f. CAEAR Coalition is requesting survey responses (due 4/10) to help inform the Coalition's advocacy agenda. Audra will send links to the survey.

### B. Part B, Thomas Blissett

- a. Continue to increase resources from bills HF2847 (House) and SF2934 (Senate). The House bill has a budget line item for \$24 million which would allow spending until June 30, FY2027 and the Senate bill has a \$10 million markup which would extend to FY2024. Hoping to get the Senate bill amended to extend this reach.
- b. Centralized eligibility update - CAREWare was formally hosted on an external contracted server and is now on the state server. Changes to finalize centralized eligibility will take place this year.
- c. Interviews to start next week for Insurance Specialist position.
- d. Collaborating with DHS to determine procedures regarding the end of the public health emergency and resuming Medicaid processes for renewals program. HHS is preparing a list of clients that may potentially be impacted so as to prioritize

communication and coordination with medical case management and benefit coordinators.

e. Currently in the midst of completing all site visits by May 31.

C. Prevention, Peggy Darrett-Brewer

a. MDH will be giving their annual financial update, SSP, EIS and PrEP updates in the April council meeting.

b. FDA has approved over-the-counter overdose reversal drug Narcan as well as HIV/syphilis tests.

c. Continued work on The Hill event with SP language and harm reduction specialists.

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

- Audra displayed the **04/11/2023 meeting agenda**.
- Change: Part A and Part B will do a written rather than a verbal update so MDH has adequate time to do their annual updates.
- Audra will send a survey to collect data on preferred future meeting format and length.
- Audra displayed the **FY 2023 Council & Committee Work plan**.
- DHS has asked if they can present on the public health emergency ending in May. They will present on this during the CVC meeting but would also like to present if possible to the entire council. If this presentation were to be scheduled in May, the council meeting would need to be extended.
  - The Executive Committee decided to host this presentation in June since there is time on the workplan for this presentation then.
- The Executive Committee has facilitation trainings scheduled for May and August. The first presentations will be on general meeting facilitation. Audra asked the committee for ideas on what they would like to learn more about in the second facilitation training. If you have ideas or suggestions, please bring them to Audra.
- Additionally, there is an issue with the Council website currently. Audra is working with the domain staff to get this fixed.
- Audra will be out of office May 3-12 and not present for May CVC and Council meetings. Eriika Etshokin will be subbing for Audra in those meetings.

**VII. Review council and committee operations evaluation results**

- Audra displayed the **January 2023 combined council and committee evaluation results**.
- Joe Amrhein presented results from the evaluation and walked the committee through comments on the survey.
  - Some of the comments in the survey suggest allowing for questions throughout presentations rather than at the end of a presentation.
  - Additional comments are in regard to meeting format, and members would like to know how certain items get on the meeting agendas.
  - There were concerns about getting new members up to speed with HIV terminology, processes, how items get on the agenda, etc. Audra can include information about

agenda items in the new member orientation so that people understand and can feel connected to the content being discussed.

- Many responded that they feel the council and committee has independence to steer their work within HRSA and CDC guidelines.
- Audra displayed the ranking of the scores and explained that if the score is in green, the score improved from the last survey and if it is in red, it decreased from the last survey. Audra added that Needs Assessment & Evaluation developed this survey several years ago and that Needs Assessment & Evaluation had an agenda item in January to review the survey and make changes.
- Due to time restraints, the committee will discuss potential suggestions to improve council and committee operations that were discussed in the March Needs Assessment & Evaluation Committee meeting in the May Executive Committee meeting.

#### **VIII. Unfinished Business / New Business**

- No unfinished or new business.

#### **IX. Announcements**

- No announcements.

#### **X. Adjourn**

- Calvin Hylton adjourned the meeting at 2:59 p.m.

#### **Meeting summary:**

- The Executive Committee moved action items for the committee co-chair election.
- The committee heard standing reports from committee co-chairs and government representatives.
- The committee reviewed the biannual council and committee operations evaluation.

#### **Documents distributed before the meeting:**

- 2023.04.04 Executive Agenda
- 2023.03.07 Executive Minutes
- 2023.04.11 action item DEC co-chair election
- 2023.04.11 action item M&T co-chair election
- 2023.04.11 action item CVC co-chair election
- 2023.04.11 action item NAE co-chair election
- FY2023 religious holidays list
- January 2023 combined council and committee evaluation results

#### **Documents distributed after the meeting:**

- FY2023 Council & Executive workplan

**LC/ag**

