

**Minnesota Council for HIV/AIDS Care and Prevention
Executive Committee Meeting
Tuesday, May 2, 2023
1:00 – 3:00 p.m.
Meeting Minutes**

Committee Members Present:	
Joe Amrhein (Council Co-Chair, Needs Assessment and Evaluation)	Jay Orne (Disparities Elimination)
Danielle Brantley (Community Voices)	Tyrie Stanley (Council Co-Chair, Planning and Allocation)
Calvin Hillary Hylton (Council Co-Chair)	Tristian Sparks (Community Voices)
Stephen Jensen (Membership and Training)	Alejandro Aguilera (Needs Assessment and Evaluation)
Committee Members Absent:	
None	
Guests:	
Thomas Blissett, DHS	Jonathan Hanft, Hennepin County
Hennepin County (Part A) Representative:	
Erika Etshokin	DHS (Part B) Representative: Shea Grutemaro
MDH (Prevention) Representative:	
Peggy Darrett-Brewer	MCHACP Parliamentarian: Pat Reymann, Parliamentarian
Council Staff:	
Audra Gaikowski, Council Coordinator	Jeremy Stadelman, Admin Specialist (minutes)

Quorum Present? **Yes**

Proposed Agenda

I. Welcome and introductions

- Joe Amrhien called the meeting to order at 1:01 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 April 4 meeting were reviewed and approved.

III. Council co-chair update

- Tyrie noted that council staff and co-chairs had a good call with the project officer this month.

IV. Committee Reports

A. Planning and Allocations Committee

- **Action item:** Committee co-chair election
 - i. **MOTION:** Tyrie Stanley moved that Larry McPherson and Tyrie Stanley be elected to serve as co-chairs of the Planning and Allocations Committee.

- ii. **DEBATE:** Tyrie noted that he and Larry have served full terms, but there were no new co-chairs nominated, so he and Larry can serve until a successor is named. There was no debate.
 - iii. **VOTE:** With 7 ayes and 0 no's, the motion passes.
- **Action item:** Annual review of service standards
 - i. Jonathan Hanft displayed the ***Ryan White Service Standards 2023 Proposed Development Schedule***
 - 1. Questions:
 - a. Joe asked for an example of what an extensive review of service standard might look like.
 - i. For substance abuse, the service may be updated to better assess its effectiveness by monitoring if someone has entered and completed a program.
 - ii. **MOTION:** Tyrie Stanley moved that the council adopt the schedule for the annual review of service standards.
 - iii. **DEBATE:** There was no debate.
 - iv. **VOTE:** With 7 ayes and 0 no's, the motion passes.
- **Action item:** Recommendation for Part A allocation proposal
 - i. Jonathan Hanft noted that there was a small increase in Part A funds. The increase was 1.1% or \$26,900. Part A proposes using the additional funds for food bank/home delivered meals. The additional funds will provide meals to an additional 22 people living with HIV.
 - ii. Jay Orne is in conflict of interest and temporarily left the meeting after the motion was made.
 - iii. **MOTION:** Tyrie Stanley moved that the council approve the FY 2023 Part A Post-Award Home-Delivered Meals Allocations proposal as written.
 - iv. **DEBATE:**
 - 1. Joe noted that dietician meetings are not particularly helpful, but Jonathan replied that the funds cover home-delivered meals.
 - 2. Jonathan displayed the ***FY2023 Council Pre-Award Allocation Proposal*** and noted that food and home-delivered meals allocation is \$947,734, of which \$675,734 is in Part A funding
 - 3. Alejandro asked if meetings with dieticians are required. "How can we better inform the community about choices we make through our diets?"
 - a. Jonathan responded that it is not a requirement, but all programs Part A funds have dieticians on staff.
 - 4. Tyrie asked that we make sure that the council understands that these are for support services.
 - v. **VOTE:**
 - 1. Because this was a vote about a financial matter, there was a roll call vote:
 - a. Tyrie Stanley: Aye

- b. Calvin Hillary Hylton: Aye
- c. Alejandro Aguilera: Aye
- d. Tristian Sparks: Aye
- e. Stephen Jensen: Aye

2. With 5 ayes and 0 no's, the motion passes.

B. Membership and Training Committee

- Stephen noted that the committee reviewed attendance and indicated that there are two interviews being scheduled for the May meeting.
- The committee is still looking for a second chair.
- Stephen noted that the Disparities Elimination Committee has suggested providing a training for the council on research regarding racial disparities that exist, particularly in young MSM of color. The goal of the training would be to help council members better understand the root causes of racial disparities.
 - i. The Membership and Training Committee agreed to bring this idea to the Executive Committee for further discussion.
 - ii. If there are suggestions for anyone who might be able to provide this type of training to the council, please contact council staff or Stephen.

C. Needs Assessment and Evaluation Committee

- Did not meet.
- Alejandro noted that the committee will continue to look at how to address gaps in healthcare for incarcerated people living with HIV.

D. Disparities Elimination Committee

- DEC discussed having the ESCALATE team provide a presentation to the committee, but members of the committee noted that they would like an update for the full council.
- The mental health forum is on May 18 at 9:30am in HSB.
- Received an update regarding Program HH and heard about resources for mental health.
- The committee received a training around developing directives.

E. Community Voices Committee

- The next meeting is on May 8, 2023.

V. Recipient Reports

A. Part A, Jonathan Hanft

- a. Part A received final notice of award for FY 2023. Jonathan displayed **Part A Grant Award: 2023 vs 2022.**
 - i. There was an increase of 1.1% increase in Part A funds. MAI funds decreased, but we were able to recoup those funds from other areas.
- b. Part A received FY 2022 expenditures and Jonathan noted that there was a large amount underspending relating to Covid and staff turnover.
 - i. In FY 22 and 23, Part A received an unobligated funds waiver, so they can carryover underspent funds from 2022.

1. A large amount of unobligated funds will be allocated to food bank home-delivered meals.
- c. Reports due in the coming months:
 - i. FY 22 Annual Progress Report
 - ii. Early Identification of Individuals with HIV/AIDS (EIIHA) Report
 - iii. Expenditure tables
 - iv. Program terms report
 1. Allocations table
 2. Clinical quality management plan
 3. Council roster and reflectiveness grid
- B. Part B, Thomas Blissett
 - a. Will present to the full council.
 - b. Tyrie asked about changes to the Group Residential Housing (GRH) formula. Tyrie noted some may lose their housing benefits because of changes coming to the program.
 - i. Thomas indicated that he would like to meet with Tyrie to discuss this further.
- C. Prevention, Peggy Darrett-Brewer
 - a. No updates.

VI. Council staff update and review council meeting agenda

- Audra displayed the **May 9 council meeting agenda**, which includes:
 - PrEP update
 - Committee reports
 - Three action items
 - HIV Epidemiology Update
 - Data dashboard training
- Tyrie would like a candle lit for those who have recently passed from drug overdoses.
- There was a request to include Hepatitis C (HCV) and linkage to care in October's HIV Care Continuum update.
- Jonathan and Thomas will follow up on the Integrated plan celebration.

VII. Results of meeting format survey

- There were no objections to moving this agenda item to next month.

VIII. Recommendations of council and committee operations evaluation results

- There were no objections to moving this agenda item to next month.

IX. Unfinished Business / New Business

- No unfinished or new business.

X. Announcements

- No announcements.

XI. Facilitation training

- Audra provided a facilitation training and presented a PowerPoint, ***Leadership and facilitation training for co-chairs.***

XII. Adjourn

- Joe Amrhein adjourned the meeting at 3:00 p.m.

Meeting summary:

- The Executive Committee approved a motion to elect Larry McPherson and Tyrie Stanley as co-chairs of the Planning and Allocations Committee
- The committee approved a motion to adopt the schedule for the annual review of service standards.
- The committee approved a motion that the council approve the FY 2023 Part A Post-Award Home-Delivered Meals Allocations proposal as written.
- The committee heard standing reports from committee co-chairs and government representatives.
- The committee received a leadership and facilitation training for co-chairs.

Documents distributed before the meeting:

- 2023.05.02 Executive Agenda
- 2023.04.04 Executive Minutes
- FY2023 Council and Executive Workplan
- Meeting Format Survey Responses
- 2023.05.09 action item recommendation for Part A allocation proposal
- 2023 RW Standards Development Schedule
- FY 2023 Part A Post-Award Home-Delivered Meals Allocation proposal
- 2023.05.09 action item annual review of service standards
- 2023.05.09 action item_PAC_co-chair election

Documents distributed during and after the meeting:

- Part A Grant Award: 2023 vs 2022
- May 9 council meeting agenda
- FY2023 Council Pre-Award Allocation Proposal
- Leadership and facilitation training for co-chairs PowerPoint presentation

JS/ag