

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

Committee Members Present:	
Jay Orne (Disparities Elimination)	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)
Joe Amrhein (Council Co-Chair, Needs Assessment and Evaluation)	Danielle Brantley (Community Voices)
Guests:	
Shea Grutemaro, DHS	Jonathan Hanft, Hennepin County
Hennepin County (Part A) Representative:	
Eriika Etshokin	DHS (Part B) Representative:
	Thomas Blissett P
MDH (Prevention) Representative:	
None	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

- Calvin Hillary 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 June 6 meeting were reviewed and approved.

III. Council co-chair update

- Tyrie noted that the council now needs another grievance committee member because Tesha Johnson resigned. This will be brought to the August 8 council meeting.
- If coming in person, please email Audra or Jeremy. Please also let Jeremy know if you have dietary needs.

IV. Committee Reports

A. Planning and Allocations Committee

- **Action Item: Carryover proposal**
 - i. Eriika presented the **Action Item: Part A Carryover Proposal**
 - ii. Joe Amrhein took over facilitation.
 - iii. Discussion:

1. None
- iv. Those with a conflict of interest were asked to leave the meeting while the motion was considered.
- v. Tyrie read the background and rationale for the motion.
- vi. **MOTION:** Tyrie Stanley moved that the council approve the Part A carryover proposal as written.
- vii. **DEBATE:**
 1. Alejandro asked for clarification about the amount of unspent Part A MAI funds.
 - a. Eriika explained that Part A estimated the amount as \$14,440, but after full accounting Part A found that \$14,203 was available to carryover.
 - i. This will be corrected for the council meeting.
 2. Should the PAC recommendation indicate that the funds are for FY 2024?
 - a. Jonathan clarified that the carryover funds are from FY 2022 and to be spent in FY 2023.
 - b. Pat clarified that this can be added to the recommendation without it having to go back to committee.
 - i. There were no objections to adding the additional language, "for FY22 into FY23."
- viii. **VOTE:**
 1. Stephen: aye
 2. Tristian: aye
 3. Danielle: aye
 4. Tyrie: aye
 5. Alejandro: aye
 - a. With 5 ayes and 0 noes, the motion carries.
- ix. Those with a conflict of interest rejoined the meeting.
- **Action Item: FY2024 Part A & B allocations proposal**
 - i. Eriika indicated that the proposal assumes flat funding for FY 2024.
 1. The only change Part A is recommending is to deduct \$14,203 from outpatient/ambulatory health services (OAHS) and add that amount to medical case management (MCM).
 2. No additional changes were recommended.
 - ii. Tyrie read the background and rationale for the action item.
 - iii. **MOTION:** Tyrie Stanley moved that the fiscal year 2023 pre-award allocations proposal with a waiver be approved as presented.
 - iv. **DEBATE:**
 1. Alejandro asked what the rationale was for decreasing OAHS.
 - a. In FY 2022, there were unspent funds. There is more of a need in MCM because they fully spent their funds.
 - v. **VOTE:**

1. Stephen: aye
2. Tristian: aye
3. Alejandro: aye
4. Danielle: aye
5. Jay: aye
6. Tyrie: aye

a. With 6 ayes and 0 noes, the motion carries.

- **Action Item: Planning & Allocations Committee Co-Chair Election**

- i. **MOTION:** Tyrie Stanley moved that Kevin Sitter be elected to serve as co-chair of the Planning and Allocations Committee.
- ii. **DEBATE:** None.
- iii. **VOTE:** With 6 ayes and 0 noes, the motion carries.

B. Membership and Training Committee

- **Action Item: MCHACP Practices & Procedures Action Item**

- i. Stephen read the background and rationale of the action item.
- ii. **MOTION:** Stephen Jensen moved that the updates to the practices and procedures be approved as written.
- iii. **DEBATE:**
 1. Tyrie noted that this document was delayed because of the bylaws changes relevant to attendance.
- iv. **VOTE:** With 6 ayes and 0 noes, the motion carries.

- **Action Item: New membership election**

- i. Stephen read the background and rationale of the action item.
- ii. **MOTION:** Stephen Jensen moved that membership be considered for Carol Labine and Deon Kirby.
- iii. **DEBATE:** none
- iv. **VOTE:** With 6 ayes and 0 noes, the motion carries.

- **Action Item: Membership & Training Committee Co-Chair Election**

- i. Stephen read the background and rationale for the action item.
- ii. **MOTION:** Stephen Jensen moved that Shea Grutemaro be elected to serve as co-chair of the Membership and Training Committee.
- iii. **DEBATE:** None.
- iv. **VOTE;** With 6 ayes and 0 noes, the motion carries.

- **Action Item: January MCHACP meeting extension**

- i. **MOTION:** Stephen Jensen moved that the council extend the January 9, 2024 council meeting by 60 minutes to accommodate the training provided by Heath Justice.
- ii. **DEBATE:** none
- iii. **VOTE:** with 5 ayes and 0 noes, the motion carries

C. Needs Assessment and Evaluation Committee

- The committee received a presentation on the Maricopa Jail Project.

D. Disparities Elimination Committee

- Reviewed and approved the Part A MAI carryover and FY2024 Part A MAI allocations proposal. Proposals then sent to the Planning & Allocations Committee for approval.
 - Received a presentation from DEC co-chair, Jay Orne, on the mental health forum notes and continued discussions of possible interventions/directives to improve mental health care.
 - Voted to move meetings to a hybrid format with an in-person option at HSB. Committee members agreed to RSVP to the in-person option to council staff by 12pm Wednesday before the DEC meeting.
- E. Community Voices Committee
- Next meeting to take place on September 11, from 4pm-6pm, hybrid via Microsoft Teams and in-person at the Aliveness Project (3808 Nicollet Ave, Minneapolis, MN).
 - September 11 meeting will include a self-advocacy training from Abloom Wellness on how people living with HIV can best advocate for themselves when seeing their provider. Flyer to be shared with members & community soon.

V. Recipient Reports

- A. Part A: *Eriika Etshokin, Hennepin County Ryan White Program*
- Part A reports to HRSA/HAB
 - i. 2022 Federal Financial Report submitted on 7/30/2023
 - ii. FY 2023 Part A Carryover (from FY 2022): \$452,128 Part A formula; \$14,203 MAI
 - iii. Carryover request due 8/29/2023
 - iv. Non-Competing Continuation Progress Report for FY 2024 funding due 10/2/2023
 - HIV outbreak update from [MDH Website](#).
- B. Part B: *Thomas Blissett, Minnesota Department of Human Services HIV Supports*
- Resource/Rebate Update. DHS was successful in getting a one-time increase in state funding this session as part of the [DHS omnibus bill](#). Through this bill, we received 12.1 million dollars to support grants for supportive services for people with HIV and healthcare costs related to Program HH. This funding is available July 1, 2023, through June 30, 2025.
 - The HIV Community Services team was hard at work on contract actions needed ensure services could continue without interruption as the new state fiscal year began on 7/1/2023. As shared previously, these amendments included funding reductions. Now that this contract work is complete, efforts have shifted to plan for use of the state funds. Our next steps for this work will include:
 - Updating forecasts for SFY 24 and 25 to reflect new program resources and updated expense/revenue projections.

- Identifying the amount of new state funding needed to sustain funding for subrecipients at current levels (aka the levels after the reductions we've made) through SFY 2025 (June 30, 2025).
- Determining the use of any remaining funding.
- HRSA Updates. DHS received the X08 Supplemental Funding NoA of \$2,924,205.00 starting 9/30/2023.
- Centralized Eligibility (CE) Update. MN CE goes live Monday 08/14/2023! Data matching and other IT work has started with our partners MN Department of Health and Tri-Young as we prepare for one CareWare and CE.
 - Provider engagement continues at provider's request and during the Ryan White Provider Connections meetings that take place the 4th Thursday of the Month 9am –11am.
 - An initial list of Provider FAQs will be made available to provider staff via email the week of 07/31/2023.
 - CE training for provider staff conducted by MDH and DHS is already scheduled for each agency during the week of 08/14/2023 & 08/21/2023.
 - CE consumer engagement activities continue in spaces where consumers already congregate or are meeting.
 - DHS will mail out communication announcing CE to consumers on Program HH on Friday, 08/11/2023. The same communication materials will be made available for provider staff to mail to consumers that are not on Program HH or to use in discussion with consumers about CE.

C. Prevention: *McKinzie Woelfel, Minnesota Department of Health HIV/STD/TB*

- None.

VI. Council staff update and review council meeting agenda

- Audra displayed and reviewed the ***agenda for the August 9 council meeting***.
- Audra clarified that council members will not attend the HRSA Ryan White Clinical Conference this year. Historically, some council members will attend the National Ryan White Conference next year.
- Audra will be out for the September Executive Committee meeting; Jeremy will fill in.

VII. Facilitation training

Sandra Green, Hennepin County Public Health

- Sandra presented a ***PowerPoint titled, Facilitation: Focused Conversation Method***.

VIII. Unfinished Business / New Business

- No unfinished or new business.

IX. Announcements

- Alejandro noted that there is a gofundme for Gwen Velez, who recently passed.

- Tyrie announced that there are MN People Color Pride events coming up in August and there is a boat ride on August 19.

X. Adjourn

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

Meeting summary:

- The committee heard standing reports from committee co-chairs and government representatives.
- The committee approved the Part A Carryover Proposal.
- The committee approved the FY2024 Part A & B allocations proposal.
- The committee approved a motion that Kevin Sitter be elected to serve as co-chair of the Planning and Allocations Committee.
- The committee approved a motion that the updates to the practices and procedures document be accepted as presented.
- The committee approved a motion that membership be considered for Carol Labine and Deon Kirby.
- The committee approved a motion that Shea Grutemaro be elected to serve as co-chair of the Membership and Training Committee.
- The committee approved a motion that the council extend the January 9, 2024 council meeting by 60 minutes to accommodate the training provided by Heath Justice.
- The committee received a training on Facilitation: Focused Conversation Method.

Documents distributed before the meeting:

- 2023.08.01 Executive Agenda
- 2023.06.06 Executive Minutes
- FY2023 Council and Executive Workplan
- Action Item: Carryover proposal
- Action Item: FY2024 Part A & B allocations proposal
- Action Item: Planning & Allocations Committee Co-Chair Election
- Action Item: MCHACP Practices & Procedures Action Item
- Action Item: New membership election
- Action Item: Membership & Training Committee Co-Chair Election
- Action Item: January MCHACP meeting extension
- Carryover proposal
- FY2024 Part A & B allocations proposal

Documents distributed during and after the meeting:

- PowerPoint titled, Facilitation: Focused Conversation Method
- agenda for the August 9 council meeting

JS/ag