

Minnesota Council for HIV/AIDS Care and Prevention (MCHACP) Meeting
Tuesday, August 8, 2023
9:00 a.m. – 11:00 a.m.
Hybrid Meeting

Microsoft Teams meeting

Committee Members Present:	
Charlene Leach	Nikki LeClaire
Quay Catalpa	Stephen Jensen (M&T co-chair)
Moua Xiong	Megan Higdon
Ellen Ryan	Terri Wilder
Calvin Hillary Hylton (council co-chair)	Lesla Nelson
Kevin Sitter	Joe Amrhein (council co-chair, NA&E co-chair)
Tyrie Stanley (council co-chair, PAC co-chair)	Tristian Sparks (CVC co-chair)
James Velek	Shea Grutemaro
Alejandro Aguilera (NA&E co-chair)	Angela Reed
Gage Urvina	Danielle Brantley (CVC co-chair)
Committee Members Absent:	
Jay Orne (DEC co-chair)	Alissa Fountain
Annalise Jackson	Doug Peterson
Julian Hines	John Vener, MD
Guests:	
Jonathan Hanft, Hennepin County	Pat Reymann (Council Parliamentarian)
Carissa Weisdorf, Hennepin County	Rashmi Acharya, Hennepin County
Jo Ann Vertetis, Community Member	Sarah Schiele, Community Member
Cody Raasch, Hennepin County	Scott Bilodeau, Hennepin County
Bob Wernek, Merck	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Erika Etshokin	Thomas Blissett
MDH (Prevention) Representative:	MDH (Surveillance) Representative:
McKinzie Woelfel	Hannah Giles
Quay Catalpa	
MCHACP Staff:	
Audra Gaikowski, Council Coordinator	Jeremy Stadelman, Admin Specialist (minutes)

Quorum Present? **Yes**

I. Welcome and introductions

- Joe Amrhein called the meeting to order at 9:02 a.m. Introductions were made.
- A candle was lit for Gwen Velez who recently passed. She was the former director of the African American AIDS Task Force.
- The agenda was reviewed and approved as written.
- The minutes from the July 11 meeting were reviewed and approved as written.

II. Recipient Report

- Part A: *Jonathan Hanft, Hennepin County Ryan White Program*
 - Part A reports to HRSA/HAB
 - 2022 Federal Financial Report submitted on 7/30/2023
 - FY 2023 Part A Carryover (from FY 2022): \$452,128 Part A formula; \$14,203 MAI
 - Carryover request due 8/29/2023
 - Non-Competing Continuation Progress Report for FY 2024 funding due 10/2/2023
 - Jonathan reviewed the **FY 2022 4th quarter expenditures report.**
 - Jonathan reviewed the **2024 federal HIV appropriations chart.**
 - There are proposed decreases in funding, which would eliminate Ending HIV funding and funding for MATEC. However, this budget is not expected to move beyond the House of Representatives.
 - Jonathan provided an HIV outbreak update from [MDH Website](#).
- Part B: *Thomas Blissett, Minnesota Department of Human Services HIV Supports (see written report)*
 - 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.
- Prevention: *McKinzie Woelfel, Minnesota Department of Health HIV/STD/TB*
 - A new position was posted for a harm reduction coordinator, which will be in the prevention unit and will be helping with the management of the TSP's, our student service programs.
 - Prevention had a CDC site visit last week and it went really well.
 - An RFP for will be coming out and it's probably going to be a joint funding opportunity with overdose prevention, more will come on that hopefully we'll have more information early fall.
 - Per the recent legislative session some things are changing specifically for our grantees; they are going to be able to use our grant funds to purchase things like safer use supplies for safer injecting, smoking and snorting.

III. Committee reports (see written reports)

- Executive and Co-chair Update
 - Action Item: Grievance Committee election
 - a. Tyrie read the rationale and recommendation for the grievance committee member election.
 - b. Nominations were opened to the floor.
 - i. Tyrie nominated Kevin Sitter to serve on the grievance committee.
 - ii. Kevin accepted the nomination and Kevin was the only candidate.
 - iii. The election will be by ballot and ballots will be distributed online for those participating virtually and a physical ballot for those in person. The results will be stated in unfinished business.
 - Reminder to complete operations survey.
 - Reminder to RSVP if you are attending in person and let Jeremy know about food restrictions.
 - PAC co-chair has resigned.
- Community Voices Committee (CVC)
 - 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.

- Disparities Elimination Committee (DEC)
 - 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.
- Needs Assessment and Evaluation Committee
 - Received a presentation from NAE co-chair, Alejandro Aguilera, on the Maricopa Jail Project.
 - Reviewed MN Department of Corrections data on the number of people living with HIV in state corrections and the number of people living with HIV in state corrections who are on HIV medications.
 - Discussed a potential service impact evaluation and will continue discussion on this evaluation in the next meeting.
- Planning and Allocation Committee
 - Action Item: Carryover proposal
 - a. **MOTION:** Tyrie Stanley moved that the Council approve the Part A carryover proposal from FY 22 into FY 23 as written.
 - b. **DISCUSSION:** None.
 - c. Those with a conflict of interest temporarily left the meeting.
 - d. **DEBATE:** None.
 - e. **VOTE:**

Name (Carryover vote)		COI?	Vote	Name		COI?	Vote
Alejandro	Aguilera	No	Aye	Lesia	Nelson	No	Aye
Shea	Grutemaro	Yes		Jay	Orne	Yes	
Joe	Amrhein	No		Doug	Peterson	Yes	
Danielle	Brantley	No	Aye	Angela	Reed	No	
Quay	Catalpa	No	Aye	Ellen	Ryan	Yes	
Alissa	Fountain	Yes		Kevin	Sitter	No	Aye
Megan	Higdon	Yes		Tristian	Sparks	No	Aye
Julian	Hines	No		Tyrie	Stanley	No	Aye
Calvin	Hillary Hylton	Yes		Gage	Urvina	Yes	
Annalise	Jackson	No		James	Velek	No	Aye
Stephen	Jensen	No	Aye	John	Vener	Yes	
Charlene	Leach	Yes		Terri	Wilder	No	Aye
Nikki	LeClaire	Yes		Moua	Xiong	Yes	

i. With 10 ayes and 0 noes, the motion carries.

f. Those with a conflict returned to the meeting.

- Action Item: FY2024 Part A & B allocations proposal
 - a. **MOTION:** Tyrie Stanley moved that the Council approve the FY 2024 pre-award allocations with a wavier as written.
 - b. **DEBATE:**

- i. Kevin suggested that the two lowest utilized services be provided with technical assistance to help improve utilization.

c. VOTE:

Name (Allocations)		COI?	Vote	Name		COI?	Vote
Alejandro	Aguilera		Aye	Lesia	Nelson		Aye
Shea	Grutemaro		Aye	Jay	Orne		
Joe	Amrhein			Doug	Peterson		
Danielle	Brantley		Aye	Angela	Reed		Aye
Quay	Catalpa		Aye	Ellen	Ryan		Aye
Alissa	Fountain			Kevin	Sitter		Aye
Megan	Higdon		Aye	Tristian	Sparks		Aye
Julian	Hines			Tyrie	Stanley		Aye
Calvin	Hillary Hylton			Gage	Urvina		Aye
Annalise	Jackson			James	Velek		Aye
Stephen	Jensen		Aye	John	Vener		
Charlene	Leach		Aye	Terri	Wilder		Aye
Nikki	LeClaire		Aye	Moua	Xiong		Aye

- d. With 18 ayes and 0 noes, the motion carries.
- Action Item: Planning & Allocations Committee Co-Chair Election
 - a. **MOTION:** Tyrie Stanley moved that Kevin Sitter be elected to serve as co-chair of the Planning and Allocations Committee.
 - b. **DEBATE:** None.
 - a. **VOTE:** The election will be by ballot and ballots will be distributed online for those participating virtually and a physical ballot for those in person. The results will be stated in unfinished business.
- Membership and Training Committee
 - Action Item: MCHACP Practices & Procedures Action Item
 - a. **MOTION:** Tyrie Stanley moved that the updates to the practices and procedures be approved as written.
 - b. **DEBATE:** None.
 - c. **VOTE:** with 14 ayes and 0 noes, the motion passes.
 - Action Item: New membership election
 - a. **MOTION:** Tyrie Stanley moved that Carol Labine and Deon Kirby be elected as members to the Council.
 - b. **DEBATE:** None.
 - c. **VOTE:** The election will be by ballot and ballots will be distributed online for those participating virtually and a physical ballot for those in person. The results will be stated in unfinished business.
 - Action Item: Membership & Training Committee Co-Chair Election
 - a. **MOTION:** Tyrie Stanley moved that Shea Grutemaro be elected to serve as co-chair of the MT Committee.
 - b. **DEBATE:** None.

- c. **VOTE:** The election will be by ballot and ballots will be distributed online for those participating virtually and a physical ballot for those in person. The results will be stated in unfinished business.
- Action Item: January MCHACP meeting extension
 - a. **MOTION:** Tyrie Stanley moved that the MCHACP January 2024 meeting be extended by one hour to accommodate a training to be provided by Health Justice.
 - b. **DEBATE:** none.
 - c. **VOTE:** With 14 ayes and 0 noes, the motion passes.

IV. Council Staff Report

- RSVP if you plan to attend committee or council meetings in person.
 - Joe suggested that RSVPs be collected when meeting notices go out.
- A member was removed from the council for non-attendance. Please reach out to Audra or Jeremy if you have any questions about your attendance.

V. Knowledge Assessment Tool

Audra Gaikowski, Council Coordinator

- Audra discussed the Knowledge Assessment Tool and asked members to complete it by August 29, 2023.

VI. Annual Early Identification of Individuals Living with HIV (EIIHA)

Scott Bilodeau, Hennepin County Public Health

- Scott presented a PowerPoint presentation titled "**Annual EIIHA Presentation with Finding from the Minnesota EIIHA Workgroup.**"
- Questions:
 - Tyrie: When will the next QMAC meeting be held?
 - a. August 17, 1-3pm- send note if interested.
 - Kevin: what are we doing to prevent transmission if not everyone is going to take PrEP?
 - Tristian: is there space for peer support for those diagnosed or at risk of HIV? To help direct them into care.
 - a. There are support groups, but a hotline is an interesting idea.
 - James: how to get newly diagnosed to keep coming back to care?
 - a. Incentives
 - b. Big brother program
 - c. Scott noted that a lot of these ideas are discussed in QMAC.

VII. Unfinished Business/New Business

- Stephen Jensen read the tellers report for the results of the Membership and Training Committee co-chair election:
 - Number of Ballots Cast: 16
 - Number needed for election (a majority): 9
 - Number of *illegal ballots (if any): 0
 - Number of Votes for each candidate:

- a. Shea Grutemaro: 16
- Stephen Jensen read the tellers report for the results of the Planning and Allocations Committee co-chair election:
 - Number of Ballots Cast: 16
 - Number needed for election (a majority): 9
 - Number of *illegal ballots (if any): 0
 - Number of Votes for each candidate:
 - a. Kevin Sitter: 16
- Stephen Jensen read the tellers report for the results of the new membership election:
 - Number of Ballots Cast: 17
 - Number needed for election (a majority): 9
 - Number of *illegal ballots (if any): 0
 - Number of Votes for each candidate:
 - a. Carol Labine: 17
 - b. Deon Kirby: 17
- Stephen Jensen read the tellers report for the results of the Grievance Committee election:
 - Number of Ballots Cast: 22
 - Number needed for election (a majority): 12
 - Number of *illegal ballots (if any): 0
 - Number of Votes for each candidate:
 - a. Kevin Sitter: 22

VIII. Open Forum

- There was no discussion.

IX. Announcements

- POC of Pride August 19 and 20, 2023, Powderhorn Park
 - New Executive Director
- Following the next MCHCAP meeting in September there will be an ice cream social to celebrate completion of Integrated Plan.
- Public Input meeting for core medical waiver will be held on September 12, 11:30am to 12:30pm.

X. Adjourn

- Meeting adjourned at 10:53am.

Meeting Summary:

- Part A, Part B, and MDH updates were provided.
- Committee updates were reported to the council.
- The council approved the Part A Carryover Proposal.
- The council approved the FY2024 Part A & B allocations proposal.
- The council approved a motion that Kevin Sitter be elected to serve as co-chair of the Planning and Allocations Committee.
- The council approved a motion that the updates to the practices and procedures document be accepted as presented.

- The council elected two new members, Carol Labine and Deon Kirby.
- The council approved a motion that Shea Grutemaro be elected to serve as co-chair of the Membership and Training Committee.
- The council 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 council received an update on the Annual Early Identification of Individuals Living with HIV (EIIHA).

Documents distributed before the meeting:

- August 8 proposed agenda
- July 11 meeting minutes
- 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
- FY 2022 Council Expenditure report
- Part B Council Update
- August 8 Committee Report Summaries

Documents distributed after the meeting:

- Part A update
- FY 22 Council Q4 Expenditure Report
- FY23 ABAC Chart
- PowerPoint presentation titled "Annual EIIHA Presentation with Finding from the Minnesota EIIHA Workgroup."

JS