

**Minnesota Council for HIV/AIDS Care and Prevention
Executive Committee Meeting
Tuesday, November 7, 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)	Kevin Sitter (Planning and Allocations)
Joe Amrhein (Council Co-Chair, Needs Assessment and Evaluation)	Shea Grutemaro (Membership & Training)
Alejandro Aguilera (Needs Assessment and Evaluation)	Danielle Brantley (Community Voices)
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Jonathan Hanft	Thomas Blissett
Eriika Etshokin	
MDH (Prevention) Representative:	MCHACP Parliamentarian:
Peggy Darrett-Brewer	Pat Reymann, Parliamentarian
Council Staff:	
Audra Gaikowski, Council Coordinator	Jeremy Stadelman, Admin Specialist (minutes)

Quorum Present? **Yes**

Proposed Agenda

I. Welcome and introductions

- Joe Amrhein 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 October 3 meeting were reviewed and approved.

III. Council co-chair update

- The council co-chair elections will be held in February 2024.
 - To qualify, nominees need to have served a minimum of one year on the council.
 - The council can have up to three co-chairs; one must be someone living with HIV who is public about their status, and at least one must be from the TGA.

IV. Committee Reports

- A. Planning and Allocations Committee
 - Combined PAC, DEC and NAE meeting was held on October 25 to review updates to the integrated plan monitoring table; PAC did not meet at its normally scheduled time.
 - The next meeting will be in January 2024.

B. Membership and Training Committee

- Reviewed attendance.
- Scheduled an interview for December.
- **ACTION ITEM: New Membership Election**
 - Stephen asked the Executive Committee to return the action item to the M&T committee because the nomination is coming before the council too soon.
 - **MOTION:** Stephen Jensen moved to withdraw the action item at this time and return it to the Membership and Training Committee. Tristian Sparks seconded.
 - **DEBATE:** None.
 - **VOTE:** With 7 ayes and 0 noes, the motion passes.

C. Needs Assessment and Evaluation Committee

- Combined PAC, DEC and NAE meeting was held on October 25 to review updates to the integrated plan table; NAE did not meet at its normally scheduled time.
- Preparing for next year’s PRSA (priority setting and resource allocation) process.
- Continuing discussions about how the council can better help those involved in the justice system.

D. Disparities Elimination Committee

- Combined PAC, DEC and NAE meeting was held on October 25 to review updates to the integrated plan table; DEC did not meet at its normally scheduled time.

E. Community Voices Committee

- Did not meet in October.
- The next meeting will be on November 13, 4:00-6:00pm. It will be virtual only.
 - The committee will be discussing planning for the World AIDS Day breakfast.
 - The committee will hold a discussion about where and what time the committee will be meeting next year.

V. Recipient Reports

A. Part A: *Eriika Etshokin and Jonathan Hanft, Hennepin County Ryan White Program*

- Part A reports
 - Mid-year expenditures report was presented at the DEC/PAC meeting.
 1. 49% has been spent across all programs, administration, and quality management activities.
 - Working on a Part B expenditures report with Part B.
 - Reallocation report was presented to DEC/PAC. See below:

Part A MAI reallocation report:

HRSA Category - Service Activity	Change	Rationale or Client Impact
Medical Case Management	\$33,000	Increase will serve an additional 26 unduplicated clients.

Outpatient / Ambulatory Health Services	(\$33,000)	Lower than projected spending in first half of grant year.
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Part A reallocation report:

HRSA Category - Service Activity	Change	Rationale or Client Impact
Food Bank / Home-delivered Meals	\$59,000	Increase will serve an additional 168 clients with on-site meals.
Medical Case Management	\$55,678	An additional 19 unduplicated clients will be served with additional funding ¹ .
Outpatient / Ambulatory Health Services	\$61,000	An additional 98 unduplicated clients will be served with additional funding ² .
Early Intervention Services	(\$50,000)	Staffing shortages resulted in lower spending than anticipated in the first half of the year.
Home and Community-based Health Services	(\$39,000)	Staffing shortages resulted in lower spending than anticipated in the first half of the year.
Housing	(\$51,000)	Program implementation planning and delays in staff hiring resulted in lower spending than anticipated in the first half of the year.
Psychosocial Support Services	(\$5,400)	Lower than projected spending in first half of grant year.
Substance Abuse Outpatient Care	(\$23,278)	Lower than projected spending in first half of grant year.

- On December 4, 9:00-11:00am, Part A will provide an epidemiological update to look at trends and disparities in the TGA and Hennepin County. Please complete [this form](#) if you plan to attend.
- Centralized Eligibility (CE)
 - CE is a [New streamlined process](#) managed by DHS to determine client eligibility for Ryan White services. Providers have access to this centralized system, so they won't have to ask for client records repeatedly.
 - Will be surveying clients to determine how the process is working. The goal is to reduce barriers in accessing Ryan White services.
 - Consumers will need to update their eligibility during their birth month. This will be communicated to consumers.
 - Questions/comments:
 1. Jay noted there is a lot of confusion with providers around who is certifying applications for clients receiving services from multiple agencies.
 - a. The priority now is to determine what changes need to be made to improve the system.
 2. Tristian asked about HOPWA funding for clients moving from one state to another. He wondered if someone could

¹ \$7,000 was redistributed within the Medical Case Management services.

² \$23,000 was redistributed within Outpatient Ambulatory Health Services and the client count includes this amount.

receive funding if they move to a new state, even if they ran out of funds in another state.

a. Thomas agreed to look into this and provide an answer to Tristian.

b. Thomas provided a [link to FAQs about HOPWA](#).

- Jonathan noted that eligibility requirements for Ryan White services have not changed, just the process.
- Tyrie asked how undocumented people can enter centralized eligibility.
 1. Jonathan replied that there are no restrictions; they could use bills/utilities/leases as proof of address, provide an affidavit about having no income, etc.
 2. Alejandro added that he is working on an ESCALTE project around increasing Ryan White participants. One question he hopes to answer is “what do we need to do to address and navigate the system for those who are undocumented?”
 3. There is work to be done to convince people to trust the government with their information.

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

- Working to extend service contracts through June 30, 2025.
 - Engagement activities are ongoing to inform funding decisions for the remaining funds.
- Working on 2024 non-compete progress report.
- Received more supplemental funding than anticipated. Had to acquire legislative authority to use these funds. That has been received and more news to come in December or January.
- Open enrollment for ADAP and MA (Minnesota’s Medical Assistance program) is currently ongoing.
 - Reaching out to clients to make sure they enroll in ADAP and MA.
- The End HIV Minnesota Coordinator should be hired by the end of November.

C. Prevention: *Peggy-Darrett Brewer, Minnesota Department of Health HIV/STD/TB*

- Staffing updates:
 - Hiring a student to assist coordinators.
 - The harm reduction coordinator position should be filled by the end of the year.
- [PrEP RFP](#) is open. Its focus will be to spread PrEP in rural MN counties and is due December 6.
- [SSP RFP](#) is open. The target population is for those currently unhoused and is due December 15.
- [MPOX RFP](#) has closed, and they are now conducting internal reviews.
- [Condom distribution](#) orders are due November 21.
- Questions:
 - Stephen asked if MDH is feeling left out in government coordination.

1. Peggy explained that MDH, DHS, and Hennepin County regularly communicate and coordinate via GHAT (Government HIV Administrative Team) and MDH does not feel left out.
 - How can those interested in participating in the RFP process let MDH know?
 1. Interested individuals can email [Peggy](#).
 2. Council members cannot participate in the RFP process.
 3. Council members can pass along the RFP to potential providers.

VI. Council staff update and review council meeting agenda

- Audra displayed and reviewed the ***agenda for the November 14 council meeting***.
- Reminder that the council will have a racial equity training at its January meeting. The meeting has been extended by one hour (9:00am-12:00pm). All council members are invited, but there are only 40 spots so others will have to register. Audra will send out a link non-members to register at the end of November/early December.
- Open spots:
 - People who are living with HIV who access Ryan White services who are Black men or Black women
 - People who are living with HIV or at risk of living with HIV who are young (18-25)
 - People who live in Greater Minnesota (outside of the Minneapolis - St. Paul TGA)
 - Formerly incarcerated person living with HIV or a representative of this population
 - People who work in the HIV field or who are passionate about ending the epidemic who are Black or African American
 - Social service providers, including providers of housing and homeless services
- Alejandro asked if that are there any efforts to recruit someone from Prevention?
 - There is more flexibility in this year's recruitment process, so it is possible. This would need to be considered by the Membership and Training Committee.

VII. Unfinished Business / New Business

- Tristian asked if there is an opportunity to bring housing and HOPWA considerations to the council?
 - DHS and the Housing Coalition is exploring what funding dollars can do for housing. For example, what are the limitations? As we have more information, we could share this with the council or committees.
 - A HOPWA update could be added to council's workplan for next year.
- SUD and reflectiveness on the council?
 - There is a spot specific to drug users on the council.
- Japhet Nyakundi from MDH would like to come to the council to further discuss PrEP.
 - **MOTION:** Kevin Sitter moved that 15 minutes be allotted at the December 2023 council meeting for Japhet Nyakundi to present on PrEP. Tristian Sparks seconded.
 - **DEBATE:**

