

**Minnesota Council for HIV/AIDS Care and Prevention  
Executive Committee Meeting  
Tuesday, December 5, 2023  
1:00 – 3:00 p.m.  
Meeting Minutes**

<b>Committee Members Present:</b>	
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)	
<b>Committee Members Absent:</b>	
Danielle Brantley (Community Voices)	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Jonathan Hanft	Thomas Blissett
Eriika Etshokin	
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Parliamentarian:</b>
Peggy Darrett-Brewer	Pat Reymann, Parliamentarian
<b>Council Staff:</b>	
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 November 7 meeting were reviewed and approved.

**III. Council co-chair update**

- None.

**IV. Prevention update**

- Staffing updates:
  - Brad Brian has been hired as a harm reduction coordinator. Brad has worked in the queer Latinx community for five plus years, providing comprehensive STI testing, program management, and harm reduction services.

- A student HIV worker, named Peyton, has been hired to assist staff. She's a graduate student from the University of Minnesota pursuing a degree in health policy and administration with a minor in health equity.
- [PrEP RFP](#) is open. Its focus will be to spread PrEP in rural MN counties and is due December 11.
- [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.
- Syringe service programs provide services to reduce harms associated with drug use and prevent HIV and viral hepatitis. MDH funded syringe service programs distributed approximately 68,480 doses of naloxone, and naloxone is the drug that reverses overdoses and reported 1200 overdose reversals.
- Peggy clarified that council members can promote the PrEP RFP if they would like to do so.
- Council members cannot review RFPs, but they can suggest other individuals who might be interested in doing so. This can be promoted at the next Community Voices Committee meeting.

## V. Committee Reports

- A. Planning and Allocations Committee
  - Did not meet in November.
- B. Membership and Training Committee
  - Reviewed attendance and selected committee members to contact council members who had missed meetings.
  - Reviewed applications and compared applications against current vacancies. Scheduled interviews for new applicants.
  - Discussed recruitment for the upcoming fiscal year.
  - Continued discussions on the new proposed methods for counting council reflectiveness and requested further input from data analyst staff on the proposed methods.
  - Reviewed the council exit interview survey and made changes for improvement.
- C. Needs Assessment and Evaluation Committee
  - Reviewed data for the highlighted service area presentations for December and January MCHACP meetings.
  - Received a presentation from Jeremy Stadelman on the Comprehensive Needs Assessment Survey and reviewed a draft workplan and roles and responsibilities document.
  - **ACTION ITEM:** Ad-hoc committee
    - i. Alejandro read the rationale for the action item.
    - ii. **MOTION:** Alejandro Aguilera moved that the Executive Committee approve the creation of an ad-hoc committee to investigate the needs of PLWH who are criminal justice involved by completing a service impact evaluation of case management services for criminal justice involved PLWH.
    - iii. **DEBATE:**
      1. It was clarified that any member of the council or a community member can join the ad hoc committee with approval from the Executive Committee.

- a. The ad hoc committee must have at least 3 council members in order to be established.
2. The ad hoc committee will report to the Executive Committee on a regular basis on its progress.
3. Tyrie suggested that the specific dates that the ad hoc committee will be active be added to the action item.
4. **AMENDMENT:** Keven Sitter moved that the ad-hoc committee begin in January 2024 and will meet for 1-year maximum, with a report due to the council by January 31, 2025. Jay Orne seconded.
  - a. **DEBATE:**
    - i. Tyrie suggested that the action item should be returned to the committee so that they can be involved in updated the action item. Other members disagreed since this in the purview of the Executive Committee’s authority.
  - b. **VOTE:** with 6 ayes and 1 no, the amendment carries.
5. **MOTION:** Tyrie Stanley moved that the action item be sent back to the committee to get the proper language to include community members, so that people in the community can participate in the ad hoc committee along with council members. Stephen Jensen seconded.
  - a. **DEBATE:**
    - i. Other members indicated that they believe that the ad hoc committee has the discretion to add whomever they want to the ad hoc committee so long as it is approved by Executive.
    - ii. **MOTION:** Tyrie Stanley moved that debate be stopped on the motion. Tristian Sparks seconded.
    - iii. **DEBATE:** none.
    - iv. **VOTE:** with 4 ayes and 2 noes, the motion passes and debate was stopped on the motion.
  - b. **VOTE:** with 2 ayes and 5 noes, the motion fails.
6. **AMENDMENT:** Kevin Sitter moved that the action item include the following: the ad hoc committee “can include community members who are not members of the Planning Council to investigate the needs of people living with HIV who are who are criminally justice involved.” Tristian Sparks seconded.
  - a. **DEBATE:**
    - i. Tyrie indicated that he would like to see more robust language be included to make sure community members have the right to vote on the ad hoc committee.
  - b. **AMENDMENT:** Kevin Sitter moved that the amendment be amended to include “Community members who are not members of the Planning Council and who will have full voting privileges on the ad hoc committee.” Tyrie Stanley seconded the amendment.

- i. **DEBATE:** none.
      - ii. **VOTE:** with 7 ayes and 0 noes, the amendment to the amendment passes.
    - c. **VOTE:** with 6 ayes and 1 no, the amendment passes.
  - 7. **MOTION:** Jay Orne moved that debate be stopped on the motion. Tristian Sparks seconded.
    - a. **DEBATE:** none.
    - b. **VOTE:** with 6 ayes, and 0 noes the motion to end debate on the original motion passes.
  - iv. **VOTE:** with 6 ayes and 1 no, the motion passes.
  - v. The final motion reads: The Needs Assessment & Evaluation Committee recommends that the Executive Committee approve the creation of an ad-hoc committee that can include community members who are not members of the planning council and who will have full voting privileges on the ad hoc committee to investigate the needs of PLWH who are criminal justice involved by completing a service impact evaluation of case management services for criminal justice involved PLWH. The ad-hoc committee will begin in January 2024 and will meet for 1-year maximum, with a report due to the council by January 31, 2025.
- D. Disparities Elimination Committee
  - Received and discussed a presentation from data analyst staff on the data guidelines for suppression of Native American data.
  - Received an update from Part A staff on the housing directive that was created by the committee.
  - Provided input to the Membership & Training Committee on the new proposed methods for counting council reflectiveness.
  - Discussed the NYC planning council presentation that took place in September.
- E. Community Voices Committee
  - Brainstormed meeting locations for the next fiscal year. Council staff is going to gather information on the locations so that the committee can vote in January 2024 on where to hold meetings next year.
  - Discussed and provided feedback on the council’s reflectiveness grid. This information was provided to the Membership & Training Committee to help inform their decisions around updating the grid.
  - The committee was provided an update on the World AIDS Day Breakfast, which was held on December 1, 8:30-10:30am at The Aliveness Project. 87 meals were served at the event.

## VI. Recipient Reports

- A. Part A: *Eriika Etshokin and Jonathan Hanft, Hennepin County Ryan White Program*
  - FY2023 Unobligated Balance
    - i. Hennepin County is assessing the anticipated Unobligated Balance for Fiscal Year 2023. In order to be eligible to request Carryover into FY2024, we must estimate, based on the current rate of spending, what our “underspending” will be before the end of Calendar Year 2023.
    - ii. The report will be developed and shared with Council Co-Chairs for signatures during the week of 12/18.

- HRSA FY2022 Site Visit
    - i. Recipient has submitted materials in response to the HRSA Ryan White Part A Site Visit conducted in 2022 and is pending a response from the Project Officer.
  - Centralized Eligibility
    - i. CE is the new Ryan White eligibility process that started in August of 2023 - CE removes the responsibility of determining eligibility from the provider level – DHS is now tasked with determining RW eligibility for clients.
    - ii. HC and DHS continue to meet with subrecipient providers to learn about facilitators and challenges to implementing Centralized Eligibility.
    - iii. The consumer survey has been finalized and is being reviewed for plain language.
  - HIV outbreak update from [MDH Website](#)
    - i. Hennepin and Ramsey County outbreaks as of November 7, 2023: there were a total of 217 cases (2 new cases since the November council meeting).
- B. Part B: *Thomas Blissett, Minnesota Department of Human Services HIV Supports*
- Amy Moser of Amy Moser Consulting and Collective Action Lab has been supporting DHS in engaging community for input to inform use of these remaining one-time funds available for HIV services. Collective input across the engagement sessions will be synthesized and a summary will be presented on December 15, from 1pm-2:30pm on Zoom for your reaction and final recommendations.
  - The 2024 Non-Competing Continuation (NCC) Progress Report for Ryan White Part B was submitted on time. Our program has had a change in our assigned HRSA Project Officer. We have been assigned an interim Project Officer, Cara Kenney.
  - Open enrollment 2024: Is underway and for Medicare that ends 12/7/2023. Open enrollment for Qualified Health Plans and Open Market Plans ends 01/15/2023.
  - DHS is finalizing amendments to directly funded contracts with community partners. These amendments are restoring elements of funding which had been reduced due to the changes in rebate resources last year. The goal is to maintain this level of funding through the end of SFY 2025 (June 30, 2025).
  - Tim Presley joined DHS on 11/27 as the Statewide HIV Strategies and Services Coordinator. Tim will be working on onboarding in the coming weeks (and months!). Priority work for our strategies will include: confirming capacity for identified activities in our plans, identifying next steps for work not yet in process and refreshing the END HIV MN Advisory Board.
  - The changes we made to Program HH dental services went live in 10/2023 & 11/2023. The changes automate some formerly manual process for managing prior authorizations and claims for certain services covered by Program HH (that are not covered by other Minnesota Healthcare Program). We expect that this will ease the challenges that consumers and dental providers have experienced in the PA and claims processes when working with Program HH eligible consumers. Program HH is watching communication from consumers and dental providers to see if any further analysis and development work is needed.

## VII. Council staff update and review council meeting agenda

- Jeremy displayed and reviewed the ***agenda for the December 12 council meeting.***
- Open spots on the council include:
  - 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
- 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.

**VIII. Unfinished Business / New Business**

- None.

**IX. Announcements**

- Dr. Keith Henry will be presenting on December 7; more information to come about this event.

**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 a motion for the creation of an ad-hoc committee that can include community members who are not members of the planning council and who will have full voting privileges on the ad hoc committee to investigate the needs of PLWH who are criminal justice involved by completing a service impact evaluation of case management services for criminal justice involved PLWH. The ad-hoc committee will begin in January 2024 and will meet for 1-year maximum, with a report due to the council by January 31, 2025.

**Documents distributed before the meeting:**

- Proposed Executive Agenda
- 2023.11.07 Executive Minutes
- ACTION ITEM: Ad hoc committee

**Documents distributed during and after the meeting:**

- Agenda for the December 12 council meeting

JS/ag