

**Minnesota Council for HIV/AIDS Care and Prevention
Executive Committee Meeting
Tuesday, January 2, 2024
1:00 – 3:00 p.m.
Meeting Minutes**

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| Committee Members Present: | |
| Jay Orne (Disparities Elimination) | Tyrie Stanley (Council Co-Chair, Planning and Allocation) |
| Joe Amrhein (Council Co-Chair, Needs Assessment and Evaluation) | Kevin Sitter (Planning and Allocations) |
| Shea Grutemaro (Membership & Training) | |
| Committee Members Absent: | |
| Danielle Brantley (Community Voices) | Tristian Sparks (Community Voices) |
| Calvin Hillary Hylton (Council Co-Chair) | Stephen Jensen (Membership and Training) |
| Alejandro Aguilera (Needs Assessment and Evaluation) | |
| Hennepin County (Part A) Representative: | DHS (Part B) Representative: |
| Jonathan Hanft | None |
| 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 December 5 meeting were reviewed and approved.

III. Council co-chair update

- There are currently 3 candidates for council co-chair; Joe, Tristian, and Kevin.

IV. Committee Reports

- A. Planning and Allocations Committee
 - Did not meet in December.
- 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 surgery and made changes for improvement.
 - We are seeking applications from people who fill the following vacancies:
 - i. Unaligned consumer, Black men and Black women
 - ii. Greater MN
 - iii. People who work in the HIV field or who are passionate about ending the epidemic who are Black or African American
 - iv. Representative of individuals who formerly were federal, state or local prisoners, were released from the custody of the penal system during the preceding three years, and had HIV/AIDS as of the date on which the individuals were released
 - v. Social service provider, including housing and homeless services
 - vi. Young person (18-25) at risk or living with HIV
 - vii. Religious leaders or representatives from faith communities
 - viii. Representative from the Department of Corrections
 - ix. Representative from the Department of Education
- 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.
 - Voted to create an ad hoc committee to conduct a service impact evaluation of HIV and case management services for justice-involved people living with HIV and forwards 1 action item for the creation of the ad hoc committee.
- 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.

V. Recipient Reports

- A. Part A: *Eriika Etshokin and Jonathan Hanft, Hennepin County Ryan White Program*
 - FY2023 Unobligated balance
 - i. FY 2023 Part A unobligated balance (UOB) estimate was submitted to HRSA. Estimated UOB is \$198,275 (~5.2%). We requested a waiver of the UOB penalty and if approved, we should be able to carry over the entire actual Part A UOB once it's determined at the end of May 2024. At that point, we will present PAC with a carryover proposal so the council can approve the carryover allocation plan.
 - ii. Overall Part A spending is at 74.5% through November, which is about where we should be (75%) by the end of the 3rd quarter.
 - HIV outbreak update from [MDH Website](#)
 - Healthcare for the Homeless is providing services to about 150 individuals. They provide meds through outreach activities.
- B. Part B: *Shea Grutemaro, Minnesota Department of Human Services HIV Supports*
 - See written report.
- C. Prevention: *Peggy Darrett-Brewer, Minnesota Department of Health*
 - MDH communications and prevention staff are working on an integrated Mpox/HIV/Syphilis campaign for 2024 promoting HIV/Syphilis testing and Mpox vaccination.
 - As some of you may or may not know Chembio Diagnostics developed dual HIV/Syphilis rapid test that was FDA approved this year. MDH is in the process of conducting a HIV/Syphilis dual testing pilot. The objective of the pilot is to increase opportunities for HIV and syphilis rapid testing and, understand the feasibility and acceptability of the dual testing platform.
 - Thanks to all who promoted the PrEP RFP, we received 4 proposals from agencies in Greater MN. We are very excited! In addition, we received 11 SSP proposals for people experiencing homelessness.
 - Syringe Service Programs, PrEP (pre-exposure prophylaxis), and EIS (HIV) Testing programs are busy closing out the year by preparing end of the year Progress Reports Work Plans for 2024. I will bring a full report on grantee progress, spending, and data on March 12, 2024.

- The prevention unit hired a new Harm Reduction Coordinator, Brad Bryan. Brad previously worked for Clare Housing and Aliveness the Project.

VI. Council staff update and review council meeting agenda

- Audra asked members to complete the break-out group form for the January training.
- Audra displayed and reviewed the ***agenda for the January 9 council meeting***.

VII. Appoint members to ad-hoc committee

- Joe, Alejandro, James, and Kevin are interested in joining the ad hoc committee.
- Tyrie wondered how co-chairs are selected for the ad hoc committee.,
 - The committee will be able to nominate the co-chairs once it meets.
- **MOTION:** Tyrie Stanely moved that Joe Amrhein, Alejandro Aguilera, Kevin Sitter, and James Velek be appointed to the criminal justice involvement ad hoc committee. Kevin Sitter seconded.
- **DEBATE:** none.
- **VOTE:** with 4 ayes and 0 noes, the motion passes.

VIII. Council budget process proposal

- Audra displayed and presented the ***council budget process proposal*** and the ***proposed council budget process***.
- Tyrie raised concerned about PAC being left out of the process and wondered why were they left out.
- Jay agreed that the Executive Committee should have purview over the council budget, which will help avoid delays.
- Kevin noted that the committee is approving a process, not the budget. The Executive Committee can approve the process, but it should go to PAC for budget approval.
- **MOTION:** Jay Orne moved that the council budget process be sent to the council for approval, as outlined in the provided document. Kevin Sitter seconded.
- **DEBATE:**
 - Tyrie explained that he is against the process because it leaves out PAC and M&T.
- **VOTE:** With 3 ayes and 1 no, the motion passes.

IX. Unfinished Business / New Business

- Centralized Eligibility - Are we losing RW individuals who are because of the new eligibility system
 - HC and DHS are working closely with providers to ensure site-level processes include supporting clients in completing these applications.
 - HC and DHS will be seeking consumer input to ensure the new system removes barriers to care as intended.
- Tyrie wondered if the council budget process has to be passed every year.
 - The process will not have to be passed every year.

X. Announcements

- Pat invited members to attend an upcoming parliamentarian workshop on January 27.
- Tyrie expressed that he has experienced white supremacy on the council from Caucasian men, and he will not tolerate it.

XI. Adjourn

- Joe Amrhein adjourned the meeting at 2:33 p.m.

Meeting summary:

- The committee heard standing reports from committee co-chairs and government representatives.
- The committee approved a motion to appoint members to the Criminal Justice Involved Ad Hoc Committee.
- The committee approved a motion to approve the council budget process proposal.

Documents distributed before the meeting:

- Proposed Executive Agenda
- 2023.12.05 Executive Minutes

Documents distributed during and after the meeting:

- Agenda for the January 9 council meeting
- Action Item Ad Hoc Committee

JS/ag