

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

Committee Members Present:	
Jay Orne (Disparities Elimination)	Tyrie Stanley (Planning and Allocations)
Alejandro Aguilera (Needs Assessment and Evaluation)	Kevin Sitter (Council Co-Chair, Planning and Allocations)
Stephen Jensen (Membership and Training)	
Committee Members Absent:	
Joe Amrhein (Council Co-Chair, Needs Assessment and Evaluation)	Shea Grutemaro (Membership & Training)
Guests and Community Members:	
Angela McGregor, Admin Assistant (minutes)	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Eriika Etshokin	Thomas Blissett
MDH (Prevention) Representative:	MCHACP Parliamentarian:
Peggy Darrett-Brewer	Pat Reymann, Parliamentarian
Council Staff:	
Jeremy Stadelman, Admin Specialist	

Quorum Present? **Yes**

Proposed Agenda

I. Welcome and introductions

- Kevin Sitter 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.
- The minutes from the March 5 meeting were reviewed and approved the changes noted below.
 - Alejandro made two edits to the minutes:
 - Page 2: for the Needs Assessment and Evaluation Committee, the sample size goal for the 2025 Needs Assessment was increased to 1370.
 - Page 3: for the Criminal Justice Ad Hoc Committee, the committee will be working to identify case managers who work with individuals living with HIV who have been recently incarcerated or continue to be justice involved.

III. Council co-chair update

- No updates.

IV. Committee Reports

- A. Planning and Allocations Committee
 - **ACTION ITEM: Co-Chair Election**

- i. **MOTION:** The Planning and Allocations Committee forwards the recommendation that Kevin Sitter and Tyrie Stanley are elected to serve as co-chairs of the Planning and Allocations Committee.
 - ii. **DEBATE:** None
 - iii. **VOTE:** With 4 ayes and 0 noes, the motion carries.
 - **ACTION ITEM: PSS Directive**
 - i. **MOTION:** The Planning and Allocations Committee (PAC) directs the Part A Recipient and recommends to the Part B Recipient to facilitate revisions to Section 8.3 of the Psychosocial Support Services to outline an enhanced peer support model that includes client referral, group facilitation, behavioral health navigation services, and accompaniment to behavioral health services including Psychosocial Support, Mental Health, and Substance Use (Outpatient) Services. PAC also recommends directing the Part A recipient and recommend to the Part B Recipient to collaborate and better define peers within the service standard.
PAC also recommends directing the Part A Recipient and recommending to the Part B Recipient to include a prompt in the Fiscal Year 2024 Multi-Service Request for Proposals for any proposals requesting Psychosocial Support Services funding to outline how the proposer will involve peer support staff in the delivery of their Psychosocial Support Services.
 - ii. **DEBATE:** None.
 - 1. Jay noted that he is happy to answer any questions as a member of DEC.
 - iii. **VOTE:** With 4 ayes and 0 noes, the motion carries.
 - **ACTION ITEM: Resource Allocations Process**
 - i. **MOTION:** The Planning and Allocations Committee recommends the council adopt the attached Resource Allocation Process for fiscal years 2025 and 2026.
 - ii. **DEBATE:** None.
 - iii. **VOTE:** With 4 ayes and 0 noes, the motion carries.
- B. Membership and Training Committee
- **ACTION ITEM: Co-Chair Election**
 - i. **MOTION:** The Membership and Training Committee forwards the recommendation that Deon Kirby is elected to serve as co-chair of the Membership and Training Committee.
 - ii. **DEBATE:** None.
 - iii. **VOTE:** With 4 ayes and 0 noes, the motion carries.
- C. Needs Assessment and Evaluation Committee
- **ACTION ITEM: Co-Chair Election**
 - i. **MOTION:** The Needs Assessment and Evaluation Committee forwards the recommendation that Alejandro Aguilera is elected to serve as chair of the Needs Assessment and Evaluation Committee.
 - ii. **DEBATE:** None.
 - iii. **VOTE:** With 4 ayes 0 noes, the motion carries.
- D. Disparities Elimination Committee
- **ACTION ITEM: Co-Chair Election**
 - i. **MOTION:** The Disparities Eliminations Committee forwards the recommendation that Patrick Ingram is elected to serve as chair of the Disparities Eliminations Committee.
 - ii. **DEBATE:** None.
 - iii. **VOTE:** With 4 ayes and 0 noes, the motion carries.
- E. Community Voices Committee
- **ACTION ITEM: Co-Chair Election**

- i. **MOTION:** The Community Voices Committee forwards the recommendation that Alejandro Aguilera and Christopher Brown are elected to serve as co-chairs of the Community Voices Committee.
- ii. **DEBATE:**
 - 1. Tyrie noted that he plans to vote against the motion because he objects to one of the co-chairs. Per Pat Reymann, the council's Parliamentarian, the vote can be divided, with each nominated chair getting a separate vote.
 - 2. There were no objections to dividing the motion into two votes.
- iii. **MOTION:** The Community Voices Committee forwards the recommendation that Alejandro Aguilera is elected to serve as co-chair of the Community Voices Committee.
- iv. **DEBATE:**
 - 1. A member raised concerns about the Community Voices Committee having a vote on the Executive Committee since Christopher is not a council member and cannot vote and Alejandro already represents another committee as chair. Both committees should have representation if on more than one committee.
- v. **VOTE:** With 4 ayes and 0 noes, the motion carries.
- vi. **MOTION:** The Community Voices Committee forwards the recommendation that Christopher Brown is elected to serve as co-chairs of the Community Voices Committee.
- vii. **DEBATE:**
 - 1. A member raised concerns that the nominated individual may not follow through, as this has occurred before with new chairs of the committee. Alejandro confirmed that he is in contact with the nominee, and they have offered community space for the next Community Voices Committee meeting. New co-chairs are offered training on facilitation and Robert's Rules of Order. Council staff will reach out to offer support.
- viii. **VOTE:** With 3 ayes and 1 no, the motion carries.

F. Criminally Justice Involved Ad Hoc Committee

- Continue to draft questions for the survey impact evaluation.
- In process of contacting Ryan White funded agencies to determine which case managers work with individuals that have been involved with the criminal justice system.
- There is an intern starting in June to help with interviews of case managers; nurses are willing to help, too.

V. Recipient Reports

A. Part A: *Eriika Etshokin, Hennepin County Ryan White Program (see also written report)*

- Part A/MAI Grant Reporting
 - Services for FY23 are at 98% spent. There will not be much to carryover.
- Positively Hennepin
 - A project has begun to develop a system wide rapid access to care system (within a week or day, still defining "rapid").
- HIV outbreak update
 - No update since 2/27/2024.
 - Will check for a new update before the next meeting.
- Questions:

- Duluth cases: when was the last Duluth case? How long before a new case is reported until that outbreak is closed?
 - Peggy will find out and share this information at the MCHACP meeting.

VI. Council staff update and review council meeting agenda

- Jeremy displayed and reviewed the ***agenda for the April 9 council meeting***.
- A member suggested that the planned recorded presentation on epidemiological data and terms can be listened to by members on their own and not during council time, especially if members cannot ask questions to the presenter. Jeremy explained that someone from MDH will be in attendance to answer questions.

VII. Review council & committee operations evaluation results

- Jeremy displayed the ***Council and committee operations evaluation results February 2024 PDF***.
- General themes include: time management, love/hate with Roberts Rules of Order, and working towards helping people feel engaged and that their contribution is valued.
 1. Our meetings are extremely packed, often requiring extended time, and without much time for discussion.
 - a. When we allocate time for presentations, the presentations fill the allotted time and we can't discuss the implications of the presentation. Everyone appreciates the information but aren't able to ask questions of the presenter.
 - b. Should we recommend to presenters that they have reduced time and allow the remaining time for discussion?
 - c. Suggestions:
 - a. Presenters offer emails in the chat for follow up.
 - b. Present more data throughout the year and have a smaller presentation at the end of the year.
 - c. Move meeting back to pre-COVID timeslot, which was 9:00am to 12:00 p.m.
 - a. Also follow 2 co-chair facilitation, which included a mid-meeting break.
 - d. Edit presenter time so they don't have the whole time slot – dedicate 5-10 minutes for discussion.
 2. Roberts Rules of Order (RRO)
 - a. Concerns that people of color are not being heard.
 - a. Recommend more training and explain the benefit of RRO.
 - i. "Co-chairs are in charge of traffic, not putting in their opinions."
 - ii. The goal is to allow everyone to speak.
 - b. Extend the meeting times but keeping same amount of material in agendas might allow more time for discussion which may resolve Roberts Rules of Order issues.
 3. Obligations and Responsibilities of government and council.
 - a. More frequent feedback may identify when these instances occur.
 4. Feelings of being able to speak freely without being attacked.
 - b. Members would like to have a future conversation regarding this topic.

VIII. Unfinished Business / New Business

- Consider adding the DHS rapid engagement report to a future council agenda.
 - This has been added to the workplan for the June council meeting.
- Can the two topics left off the MDH presentation in March be re-included somehow at future council meeting?

- Will the government address “closing the doors” of an organization that served predominately POC?
 - There was an organization that did not have their contract renewed due to 2023 noncompliance issues. The recipient is working to transition their clients to another organization but is having trouble getting a response from the organization about how things are going currently.

IX. Announcements

- Hennepin County Intercultural Style Conflict Inventory Training is available to members.
 - Interested in this? Let Jeremy or Audra know.
- Conflicting religious holidays
 - The committee recommended taking this back to individual committees to see if there are any conflicts.
 - Committees to reschedule as needed.

X. Adjourn

- Kevin Sitter adjourned the meeting at 3:03 p.m.

JS/ag