

**Minnesota Council for HIV/AIDS Care and Prevention
Executive Committee Meeting
Tuesday, June 4, 2024
1:00 – 3:00 p.m.
Meeting Minutes**

| | |
|--|---|
| Committee Members Present: | |
| Patrick Ingram (Disparities Elimination) | Tyrie Stanley (Planning and Allocations) |
| Alejandro Aguilera (Needs Assessment and Evaluation, Community Voices) | Kevin Sitter (Council Co-Chair, Planning and Allocations) |
| Joe Amrhein (Council Co-Chair, CJI Ad Hoc) | Deon Kirby (Membership & Training) |
| Mark Jenkins (Disparities Elimination) | JT Stewart (Planning and Allocations) |
| Christopher Brown (Community Voices) | |
| Hennepin County (Part A) Representative: | DHS (Part B) Representative: |
| Eriika Etshokin | Thomas Blissett |
| MDH (Prevention) Representative: | MCHACP Parliamentarian: |
| Peggy Darrett-Brewer | None |
| Council Staff: | |
| Audra Gaikowski, Council Coordinator | Jeremy Stadelman, Admin Specialist |

Quorum Present? **Yes**

Proposed Agenda

I. Welcome and introductions

- Joe Amrhein called the meeting to order at 1:03 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 May meeting were reviewed and approved as written.

III. Council co-chair update

- Kevin provided a reminder on email etiquette:
 - Limit emails to those pertinent to the topic at hand and avoid replying to all.
 - Assume good intentions.
 - Review emails before sending them.

IV. Committee Reports

A. Planning and Allocations Committee (PAC)

- **ACTION ITEM: Priority Setting Process**
 - i. **MOTION:** The Planning and Allocations Committee forwards the recommendation that the council approve the priority setting process as presented.
 - ii. **DEBATE:** None.
 - iii. **VOTE:** With 4 ayes and 0 noes, the motion carries.
- **ACTION ITEM: FY23 Carryover**

- i. **MOTION:** The Planning and Allocations Committee forwards the recommendation that the council approve the FY23 Carryover Proposal as presented.
- ii. **DEBATE:** None.
- iii. **VOTE:**

1. Roll call vote:
 - a. Patrick Ingram: aye
 - b. Mark Jenkins: aye
 - c. Alejandro Aguilera: aye
 - d. Deon Kirby: aye
 - e. Kevin Sitter: aye
 - f. Tyrie Stanely: aye
2. With 6 ayes and 0 noes, the motion carries

• **ACTION ITEM: Co-Chair Election**

- i. **MOTION:** The Planning and Allocations Committee forwards the recommendation that JT Stewart is elected to serve as co-chair of the Planning and Allocations Committee.
- ii. **DEBATE:**
 1. It was noted that a committee can have up to two chairs but is not required.
- iii. **VOTE:** With 6 ayes and 0 noes, the motion carries.

B. Membership and Training Committee

- Reviewed attendance and selected committee members to contact council members who had missed meetings.
- Reviewed new applications and scheduled interviews with applicants.
- Reviewed recent exit interviews and discuss retention.
- We are seeking applications from people who fill the following vacancies:
 - i. Unaligned consumer, Black women
 - ii. People who work in the HIV field or who are passionate about ending the epidemic who are Black or African American
 - iii. Young person (18-25) at risk or living with HIV

C. Needs Assessment and Evaluation Committee

- Reviewed and approved the objectives for the FY23 Assessment of the Administrative Mechanism (AAM).
- Reviewed service utilization data for non-funded Part A services presentation.
- Reviewed proposed repeat questions from the 2020 comprehensive needs assessment and discussed potential changes to these questions for the 2025 comprehensive needs assessment.
- Reviewed the FY24 religious holidays calendar.

D. Disparities Elimination Committee

- Reviewed and approved a proposal for FY23 Part A MAI carryover proposal.
- Received a presentation on MAI priorities and voted to prioritize outpatient ambulatory health services, medical case management, mental health, substance abuse – outpatient, oral health care, emergency financial assistance, and housing for Part A MAI priorities for FY25 and FY26.
- Reviewed a timeline for developing the psychosocial support services directive and discussed impactful steps in the process.
- Reviewed the results of the meeting format survey.

- Reviewed the FY24 religious holidays calendar.
- E. Community Voices Committee
 - Provided feedback on Centralized Eligibility.
 - Received an update on the Quality Management Advisory Committee and discussed how consumers can be involved in the QM process.
 - Began planning for a Worlds AIDS Day Event.
 - Planned for their July meeting in Loring Park.
 - Approved a motion to hold their September meeting at POC Pride.
- F. Criminally Justice Involved Ad Hoc Committee
 - Reviewed and provided feedback on the survey to case managers who work with those recently incarcerated.
 - Reviewed feedback from Needs Assessment & Evaluation Committee on recommended questions for NA2025.

V. Recipient Reports (see also written reports)

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

- Part A/MAI Grant Reporting
 - FY23 Final Expenditures Report, Final Financial Report, and Annual Progress Report have been submitted to HRSA.
 - FY23 Unobligated Balance report and carryover request due on 6/28/24 pending MCHAP's June allocations approval.
 - FY24 Notice of Award includes a 0.2% funding increase to be allocated to Administrative/Council/Quality Management. There will be no Post-Award Adjustment proposal for the council to review.
- Ryan White Request for Proposals – Fiscal Year 2025
 - DHS and HC are collaborating on a Joint Request for Proposals (RFP) for contracts beginning in FY 2025.
 - DHS and HC are currently planning community engagement around RFP release.
- Minnesota Centralized Eligibility (MNCE)
 - DHS Representatives attended the May Community Voices Committee to share RW consumer-facing updates around MNCE and took feedback to consider for future updates/messaging around MNCE.
- HIV outbreak update from [MDH Website](#).

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

- Health Resources and Services Administration (HRSA) Updates.
 - As reported last meeting, HRSA made partial awards for all state/territory recipients of X07 for the new grant year (4/1/2024-3/31/2025). DHS received just under \$3.7 million in our partial award. We project flat funding when we receive the full award, approximately \$8.6 million. DHS will update MCHACP when the full award is received.
- Case Management Certification training is open to non-medical and medical case managers, but not to the public.
 - It is a contractual obligation for case managers to receive the training.
- Missing Viral Loads Project

- Due to the decrease in qualitative labs, missing VL rates are decreasing. We should continue seeing this trend as time goes on. We are checking these numbers every quarter for QMN and every couple of months as part of our CLD Data WG.
 - MN Centralized Eligibility Consumer Survey: DHS and Hennepin County continue to seek consumer input their recent experience applying for or renewing their RWP eligibility for Part A and B services in the Minnesota Centralized Eligibility system and process that started in August 2023. Consumer should look for survey information with their MNCE RWP approval notices from DHS/Program HH.
 - Tyrie asked when the survey will be distributed.
 - It will be publicized by case managers and via mail campaigns.
 - The survey will be open until we get enough from consumers.
- C. MDH: *Peggy Darrett-Brewer*
- Will MDH declare an outbreak among populations identified with increased cases as reported in the 2023 data release?
 - MDH feels it is too early to say definitively. One of the key questions as stated in the MN HIV Cluster and Outbreak Detection Response Plan (CODR), is whether there are alternative explanations for the clusters observed. In this instance, as an example, MDH is seeing an increase in the Hispanic/Latinx populations in MN. In the last 5 years, the percentage of newly diagnosed Hispanic/Latinx people in Minnesota that were diagnosed with stage 3 HIV infection (AIDS) within 1 year of initial HIV diagnosis ranged from 24-34%. This indicates that HIV transmission likely happened years prior. This is in comparison with other racial/ethnic groups: White (15-22%) and Black African American (14-27%). Therefore, it is plausible that the observed increase is tied to shifting demographics rather than a rise in HIV transmission rates. MDH surveillance staff will continue to vigilantly monitor this situation to effectively address, mitigate, and or declare potential outbreaks within these specific populations. In the area of prevention, MDH continues to support funded and non-funded external partners in conducting outreach, testing, and responding to newly identified populations of concern in MN. Additionally, MDH is currently in the process of coordinating an outreach campaign in partnership with the CDC on Metro Transit to promote PrEP uptake among BIPOC MSM, including Spanish-language materials. These materials will be adapted from the CDC's Let's Stop HIV Together campaign.
 - How does MDH declare an outbreak is over?
 - MDH is in discussions internally as to how to transition out of the outbreak in a meaningful way. Partners will be included in this transition process.
 - What are the dates for the next HIV Testing Training?
 - June 12th-14th Hosted at the Aliveness Project
 - MDH communications staff are in the process of updating the website.
 - Tyrie requested that future trainings be shared with council members.
 - Julie Hasen-Perez has resigned to accept a new position.

VI. Council staff update and review council meeting agenda

- Audra displayed and reviewed the **agenda for the June 11 council meeting**.
 - Members requested that a candle be lit for first responders who have recently lost their lives in the line of duty.
- Audra asked the committee if they would like to meet in August, given that the council will meet twice for the allocations retreat.
 - **MOTION:** Tyrie Stanley moved that the August 6 Executive Committee meeting be cancelled. Kevin Sitter seconded.
 - **DEBATE:**
 - a. Christopher Brown would prefer to move the meeting to another date so that he can continue to learn from the group.
 - **AMENDMENT:** Tyrie Stanley moved that electronic voting be allowed for any issues outstanding. Kevin Sitter seconded.
 - a. **VOTE:** With 4 ayes and 0 noes, the amendment carries.
 - **VOTE:** with 4 ayes and 0 noes, the motion carries.
- A presentation for the council is in the works to provide an update on the newly created MN Prescription Board.
- Hennepin County's Diversity, Equity, and Inclusion office is willing to provide the intercultural conflict style inventory training to the council, but they want to see high attendance. The training would be 3.5 hours, and they would not want to reduce the amount of time of the training. The training date is currently unknown.
 - Tyrie enjoyed the training and recommends that the council receive it.
 - Kevin agreed that it is a beneficial training and would be great for the council to take it.
 - Eriika noted that a benefit to keeping it within a council meeting would allow more partners to participate.
 - Tyrie and Kevin highly recommended that members attend the training in person.
 - There were no objections to continue moving forward with planning for this training.

VII. Facilitation Training

Audra Gaikowski, Council Coordinator

- Audra presented a training titled, **Leadership and facilitation training for co-chairs**.

VIII. Review meeting format results

- This item was tabled due to time.

IX. Unfinished Business / New Business

- New business:
 - Networking opportunities for POC on the council.
 - Audra will add this topic to the July Executive Committee agenda to continue discussing plans.

X. Announcements

- None.

XI. Adjourn

- Joseph Amrhein adjourned the meeting at 3:00 p.m.

Meeting summary:

- The committee heard standing reports from committee co-chairs and government representatives.
- Approved a motion that the council approve the priority setting process as presented.
- Approved a motion that the council approve the FY23 Carryover Proposal as presented.
- Approved a motion that JT Stewart is elected to serve as co-chair of the Planning and Allocations Committee.
- Approved a motion that the August 6 Executive Committee meeting be cancelled.
- Received a training on leadership and facilitation for co-chairs.

Documents distributed before the meeting:

- Proposed Executive Agenda
- 2024.05.07 Executive Minutes
- Action Item: Carryover Proposal
- Action Item: Priority Setting Process
- Action Item: PAC Co-chair election
- FY24 meeting format results
- MDH response
- MDH update
- Part A update
- Part B update

Documents distributed during and after the meeting:

- Leadership and facilitation training for co-chairs PowerPoint

JS/ag