

Minnesota Council for HIV/AIDS Care and Prevention (MCHACP) Meeting

February 11, 2025

9 – 11:00 a.m.

Hybrid Meeting: MS Teams and HSB Room 112

Council Members Present:	
Tyrie Stanley (Council Co-Chair; M&T Co-Chair)	Kevin Sitter (Council Co-Chair; PAC Co-Chair)
Mark Jenkins (DEC Co-Chair)	Ellen Ryan (PAC)
Quay Catalpa (M&T)	Jay Orne (DEC)
Gari Jaleta (DEC)	Lesa Nelson (NA&E)
Jennifer Schoenberg (M&T)	Stephen Jensen (M&T)
Patrick Ingram (DEC Co-Chair)	Sarah Schiele (DEC)
Moua Xiong (NA&E)	Terri Wilder (M&T)
Shea Grutemaro (M&T)	
Council Members Absent:	
JT Stewart (PAC Co-Chair)	John Vener (NA&E)
Deon Kirby (M&T Co-Chair)	Raquel Lenoir (M&T)
Cynthia Denise Elmore (NA&E)	Florence Kulubya-Nabeta (PAC)
Annalise Jackson (PAC)	
Guests:	
Carissa Weisdorf, Hennepin County Ryan White	Cody Raasch, Hennepin County Ryan White
Allison LaPointe, MDH	Pat Reymann, Parliamentarian
Tim Presley, DHS	Bob Wickoren, Merck Pharmaceuticals
Calvin Hillary Hylton, DEC Community Member	Mary McCarthy, PAC Community Member
Hennepin County (Part A) Representative:	
Eriika Etshokin	DHS (Part B) Representative:
Alissa Fountain	Thomas Blissett
MDH (Prevention) Representative:	
Jose Ramirez	MDH (Surveillance) Representative:
	Hannah Giles
MCHACP Staff:	
Jeremy Stadelman, Admin Specialist	Aamina Mohamed, Council Coordinator (minutes)

Quorum Present? **Yes**

I. Call to order, Welcome & Introductions

- Tyrie Stanley called the meeting to order at 9:00 a.m.
- Introductions were done and the guiding principles were read.
- The candle was lit to recognize the co-factors and social determinants of health that can lead to death for people living with HIV.
- The agenda was reviewed and approved as written.
- The minutes from the January meeting were reviewed and approved as presented.

II. Recipient Report

- Part A, *Eriika Etshokin, Hennepin County Ryan White*
 - i. We have received no communication or direction from the HRSA Project Officer relating directly to any of the recent executive orders and/or federal funding freeze. Ryan White-funded providers have been advised to continue providing services to their clients and submitting service invoices as outlined in their Hennepin County contract unless/until other guidance is provided. As we received updated information that impacts Ryan White programs and services, we will communicate with Ryan White-funded providers and MCHACP accordingly.

- ii. All Hennepin County Ryan White Parts A and B contracts for FY25 are in process and anticipated to be executed with March 1 and April 1 start dates respectively.
- iii. Hennepin County and DHS Ryan White leadership is meeting in February to discuss strategies for supporting providers in a resource scarce landscape.
- iv. We are thrilled to welcome Aamina Abdirashid Mohamed as the Ryan White Planning Council Coordinator. She is onboarding and we anticipate she will begin leading meetings in March.
- v. The Ryan White Program Officer position was posted internal to Hennepin County on Monday, January 27th. It will be posted more widely if needed.
- vi. Whole Person/Status Neutral – no major updates.
- vii. Rapid StART – provider assessment survey and analysis is complete with a report being finalized. The group is convening a provider roundtable to discuss next steps.
- Part B, *Thomas Blissett, Minnesota Department of Human Services HIV Supports*
 - i. We have received no communication or direction from the HRSA Project Officer relating directly to any of the recent executive orders and/or federal funding freeze. Ryan White-funded providers have been advised to continue providing services to their clients and submitting service invoices as outlined in their Hennepin County contract unless/until other guidance is provided. As we received updated information that impacts Ryan White programs and services, we will communicate with Ryan White-funded providers and MCHACP accordingly.
 - ii. DHS continues internal work updating budgets and forecasts for future cycles. Forecasts for the next fiscal period are based on the reduced contract funding levels reflected in the fall RFP. The HIV Supports Division continue to explore potential new sources of revenue. Updates on this work include:
 - a. A one-time funding increase of \$6m was included in the FY26-27 Governor’s Budget Recommendation released in January. The governor’s budget is a starting point for discussions, but the legislature has to act on it. The governor’s proposals also gives community partners and advocates a solid starting point to advocate for increased funding. We will keep MCHACP and other partners updated as we move through the session.
 - b. DHS has also applied for ADAP Emergency Relief Funding and is awaiting a decision on this application. We have asked our Project Officer for a status update on these awards.
 - c. DHS plans to apply for Part B Supplemental as we have in consecutive recent years. This funding opportunity for the upcoming year has been released, however the information session for this opportunity was cancelled. We have asked our Project Officer for an update on this funding opportunity and have worked on our application materials.
 - iii. DHS/Program HH will be sending Minnesota Centralized Eligibility applications to all clients who were over income in 2024 who may not be eligible with the 2025 Federal Poverty Guideline level. The 2025 FPG is \$62,600 annual income for a household of one.
 - iv. The HIV Community Services Unit is working on getting all contracts in place for a July 1st start date. The goal is to have all contracts fully executed by the end of February.
 - v. 2027 – 2031 Integrated HIV Prevention and Care Plan Guidance meeting scheduled for January 23, 2025 was postponed. More information to follow.
- HIV Prevention, *Jose Ramirez, Minnesota Department of Health*
 - i. MDH is in the process of de-escalating their outbreak response having met with most of their partners in this work. They are updating their website and providing additional information to be accessible to community. They aim to have information on their website in the next two weeks.
 - ii. MDH plans to have their re-organization completed in April with the STI/HIV/TB section being broken up. HIV Prevention Programs will move to the Cross-Cutting section at MDH. Surveillance/Partner Service will be going to another section.
 - iii. Q4 testing and outreach has been completed with data being collected for analysis.
 - iv. MDH has had limited communication from their CDC Project Officers and is encouraging providers to continue to provide services as laid out in their contracts until they receive other direction.

- v. An all-provider meeting is being scheduled for April with information and invites to follow.

III. Committee reports

- **Executive and Co-Chair Update**

- i. The Executive Committee reviewed and forwarded a draft of the updated Bylaws for Council review and consideration.

Effective Date:

MOVE: Kevin requested that proposed changes to the bylaws go into effect on March 1, 2025 to give council staff time to make minor corrections and changes.

SECOND: Jay seconded the motion.

VOTE: There was no objection and no debate. The motion passed with the Bylaws going into effect March 1, 2025.

Bylaw Amendment 1:

MOVE: Kevin moved to amend *2.7 Agency Representation* to include that Membership & Training Committee may approve more than two (2) voting members on the council as an exception.

DEBATE: Kevin noted that the rationale that this gives Membership & Training the oversight to approve more than 2 individuals from the same agency in cases where it does not present Conflict of Interest concerns as relevant for some of the larger agencies where people may represent different interests.

VOTE: With unanimous support, the motion passed.

Bylaw Amendment 2:

MOVE: Kevin moved to amend *2.8 Attendance Requirements* to note that absences to observe religious holidays do not count as absences within the attendance policy.

DEBATE: Kevin noted that the rationale is to recognize that absences due to religious holidays are allowable absences when council staff and leadership have advance knowledge of the known absence

VOTE: With unanimous support, the motion passed.

Bylaw Amendment 3:

MOVE: Kevin moved to amend *2.9 Leave of Absence* to clarify that members taking a leave of absence are to notify the council support staff and Membership & Training Committee.

DEBATE: Kevin clarified that the rationale is to ensure that council staff are aware of any planned absences when making agendas, tracking attendance, etc.

VOTE: With unanimous support, the motion passed.

Bylaw Amendment 4:

MOVE: Kevin moved to amend *2.14d Reimbursement* to outline that members may submit mileage reimbursement requests on behalf of another driver if not driving themselves to/from meetings.

DEBATE: Kevin provided the rationale that this ensures further accessibility of in-person meetings for members who may not drive.

VOTE: With unanimous support, the motion passed.

Bylaw Amendment 5:

MOVE: Kevin moved to amend *2.15a Travel Expenses* to clarify that hotel accommodations are available for members traveling from Greater Minnesota.

DEBATE: Kevin provided the rationale that this ensures that council funds are used efficiently to support meeting participation for Greater Minnesota members.

VOTE: With unanimous support, the motion passed.

Bylaw Amendment 6:

MOVE: Kevin moved to amend *3.1 Council Co-Chairs* to have clearer language about how Council Members are appointed versus how Council Co-Chairs are elected.

DEBATE: Kevin provided the rationale that this does not change the process, but is clearer in the distinction of who is appointed and who is elected.

- a. Quay noted that MDH section title and position titles may have changed and is unsure who would be responsible for appointing members.
- b. Jose noted that he would have to check that with Sarah Gordon.
- c. Pat noted that this change may be acceptable if the Council moves to allow Council Staff to make non-substantive changes that do not change the intent of the bylaw.
- d. Patrick asked for clarification around the recommendation. Tyrie noted that this can be approved as presented today with the Council Staff making minor non-substantive changes following the approval.

VOTE: With unanimous support, the motion passed.

Bylaw Amendment 7:

MOVE: Kevin moved to amend *4.1 Committees* to limit the number of committees a council member may serve on concurrently to two.

DEBATE: Kevin provided the rationale that this further ensures diversity of voices across the Council's committees.

VOTE: With 14 ayes and 1 no, the motion passed.

Bylaw Amendment 8:

MOVE: Kevin moved to amend *4.2b Community Members* to make clear how community membership is established and which policies apply to community members.

DEBATE: Kevin noted that this is intending to be more explicit about how community membership works and which policies apply to community members.

- i. Patrick requested clarity around if this amendment would allow community members to participate in Executive Committee. Tyrie clarified that members could continue to attend Executive Committee but couldn't cast votes.
- ii. Stephen asked how this applies to Community Voices Committee (CVC) and Tyrie clarified that it doesn't because anyone who attends CVC becomes a member that day. Jay requested that this exception be made explicit in the Bylaws.
- iii. Pat recommended that this exception be sent back to the Executive Committee to develop a new proposed amendment. She said it could be expedited and approved at the March MCHACP meeting or be tabled for a future amendment to the Bylaws.
- iv. Carissa shared that the MCHACP website notes the attendance requirements for each committee, which captures the community membership process for CVC so the bylaws may not need to be explicit about this.
- v. Patrick asked if there's specificity in the Bylaws around the special privileges that CVC has. Jeremy noted that this exception is not outlined in the Bylaws. Patrick asked why expressing concern around how this is applied.
- vi. Pat noted to Carissa's point that what's included on the website is helpful but not official. But that including "Community membership on standing committees shall be left to the discretion of each committee" allows for committees to determine their own membership requirements. The following sentence should be amended to be consistent.
- vii. Patrick expressed favor of striking the specificity of membership to further empower the committees to determine their own membership requirements.

MOVE: Patrick moved to strike "of attending three of four meetings" from the proposed new bylaw.

SECOND: Stephen seconded.

DEBATE: None.

VOTE: With unanimous support, the motion passed.

Bylaw Amendment 9:

MOTION: Kevin moved to amend *Section 4.2b* to limit the number of committees a community member can chair concurrently to two with the caveat that a member may serve

as Acting Co-Chair until a successor is named in cases where no other members are nominated to serve.

DEBATE: Kevin noted that this intends to ensure diversity of leadership voices among the Executive Committee of the Council.

VOTE: With unanimous support, the motion passed.

Bylaw Amendment 10:

MOVE: Kevin moved to update *4.4a Planning and Allocations Committee* to add two bullet points to reflect PAC's responsibility to review and monitor quarterly expenditures and reallocation reports from Part A.

DEBATE: Kevin noted that this amendment more accurately reflects PAC's work in the Bylaws.

VOTE: With unanimous support, the motion passed.

Bylaw Amendment 11:

MOVE: Kevin moved to amend *5.5 second subsection* to include an expectation that members receive authorization from Executive Committee to speak on behalf of or represent the Council in public forums.

DEBATE: Kevin clarified that this ensures Council Leadership approve any Council representation in public spaces/forums.

VOTE: With unanimous support, the motion passed.

Bylaw Amendment 12:

MOVE: Kevin moved to amend *5.5 second subsection* to clarify that members are expected to receive Executive Committee approval and PAC consultation when soliciting funds or support from external sources.

DEBATE: Kevin provided the rationale that this ensures Council Leadership are aware of any Council solicitation of resources.

- a. Jay asked what resources any member would be soliciting considering that members are not responsible to apply for grants etc. Kevin responded that a member recently solicited financial resources specific for an event, but did so without consultation or approval from the Executive Committee.

VOTE: With unanimous support, the motion passed.

Bylaw Amendment 13:

MOVE: *Section 5.6 Procedures and Process to Address Misconduct* was rewritten to better describe the kinds of behavior that constitute misconduct and some concrete steps that may be taken when misconduct occurs.

DEBATE: Kevin offered the rationale that this section better standardizes the response to member misconduct and have a clearer tiered response to such behaviors.

- b. Patrick noted that this is warranted and a stronger mechanism is needed to hold members accountable to their conduct with progressive action.

MOVE: Kevin moved to add to the amendment to inset "or another appropriate action" in 5.6.5 after "may recommend one of the following actions."

SECOND: Stephen seconded.

DEBATE: Patrick asked for more rationale to insert this language. Kevin noted that this language is in our current bylaws and allows for additional options if considered necessary. Patrick noted that he is in favor of this addition while highlighting the importance of considering equity and how actions create precedent.

VOTE: With unanimous support, the motion passed.

VOTE: With unanimous support, the motion including the amended language, passed.

Bylaw Staff Amendments:

MOVE: Kevin moved that Council Staff be authorized to make grammatical, punctuation, and formatting changes to the Bylaws as well as any clarifying language updates recommended by the Hennepin County Attorney as long as they do not change the bylaws substantially.

SECOND: Mark seconded.

DEBATE: None.

VOTE: With unanimous support, the motion passed.

- **Community Voices Committee**
 - i. Discussed issues related to quality of care, availability, accessibility, and culturally appropriateness of services.
 - ii. Discussed the importance of community engagement and brainstormed ways to promote CVC and the council to better recruit and engage the community.
 - iii. The next meeting is scheduled for March 10, 4-6pm at the Human Services Building with a virtual login option.
- **Disparities Elimination Committee**
 - i. Reviewed the committee workplan to plan activities and priorities for FY25.
- **Membership and Training Committee**
 - i. **New Members Election:** Stephen recommended Cristina Flores, Trillian Patneau, Tristian Sparks, and Bill Tiedeman as new members with membership beginning 3/1/25.
 - a. Patrick asked if a representative from Membership and Training Committee could reflect the diversity of these candidates. Jeremy responded that when M&T is making membership decisions, in addition to reviewing qualifications, they review candidate reflectiveness. He notes that there remain about 12 open spots to better match the demographics of the epidemic in Minnesota.
 - b. Stephen responded that at least 50% of the new candidates meet the requirement of reflecting the epidemic in Minnesota.
 - ii. **Returning Member Election:** Stephen recommended returning members for another term: Quay Catalpa, Deon Kirby, Moua Xiong, and Kevin Sitter.
 - iii. **Co-Chair Election:** Stephen recommended Kevin Sitter and Patrick Ingram for MCHACP Co-Chairs and opened the floor for additional nominations.
 - a. Kevin nominated Mark Jenkins as MCHACP Co-Chair. Mark accepted.
- **Needs Assessment and Evaluation Committee**
 - i. Discussed feedback from members who piloted the 2025 Needs Assessment survey.
 - ii. Reviewed recruitment materials for the 2025 Needs Assessment survey.
 - iii. Planned for the bi-annual council and committees operations evaluation.
- **Planning and Allocations Committee (PAC)**
 - i. Reviewed FY24 Q2 Expenditure Reports from Part A and Part B.
 - ii. Reviewed and approved the annual review of service standards.
 - iii. Reviewed the results of the evaluation of the PSRA process and made recommendations to improve the process.

ACTION ITEM:

MOVE: PAC recommends the approval of the 2024 service standard review in the attachment ***Ryan White Service Standards FY2024 Development Schedule*** with one approved change to “Bucket 2” which will allow any minimal changes based on federal funding guidance or clarification, as long as they don’t meaningfully change the delivery of that service. The proposal for 2025 is included as a reference and subject to change.

DEBATE: Patrick asked if it’s possible for DEC to review Ryan White Service Standards citing some areas where language can be updated. Carissa responded that the Bylaws designate this role for PAC but that input from council members from any committee is welcome. She noted that PAC and Executive Committee meetings are open to any members who want to participate in this process. Jeremy noted that any member who wishes to join PAC can inform Jeremy and Aamina. When the process is happening, opportunities for provider and consumer input is widely shared.

VOTE: With 15 ayes and 1 no, the motion passed.

IV. Council Staff Update

- i. Jeremy reminded members that they are able to change committees at the start of a new fiscal year. Members who would like to switch committees should alert Jeremy and Aamina so that they can bring it to the Membership & Training Committee.

- ii. Jeremy will send out the Council and Committee Operations Evaluation for members to complete.
- iii. Jeremy announced that Carol L., the Council's Medicaid Representative, has switched positions leaving the council spot open. She will help us identify a new person to fill that role in a few months when her position is backfilled.

V. Unfinished/New

Stephen read the Teller's Report

New members: Cristina F., Trillian P., Bill T., Tristian S.

- iv. Numbers of ballots cast: 14
- v. Number needed for election (a majority): 8
- vi. Number of illegal ballots (if any): 0
- vii. Number of votes for each candidate:
 - Cristina F.: 14
 - Trillian P.: 14
 - Bill T.: 14
 - Tristian S.: 14

Returning members: Deon K., Kevin S., Quay C., Moua X.

- i. Numbers of ballots cast: 14
- ii. Number needed for election (a majority): 8
- iii. Number of illegal ballots (if any): 0
- iv. Number of votes for each candidate:
 - Deon Kirby: 14
 - Kevin Sitter: 14
 - Quay Catalpa: 14
 - Moua Xiong: 14

Council Co-Chair: Kevin S., Patrick I., Mark J.

- i. Numbers of ballots cast: 12
- ii. Number needed for election (a majority): 7
- iii. Number of illegal ballots (if any): 0
- iv. Number of votes for each candidate:
 - Kevin Sitter: 12
 - Patrick Ingram: 12
 - Mark Jenkins: 11

VI. Open Forum

- None

VII. Announcements

- None

VIII. Adjourn

- Tyrie Stanley adjourned the meeting at 11:00 a.m.

Meeting Summary:

- Council passed all proposed changes to by-laws with a few amendments.
- Council elected/re-elected members and co-chairs.

Documents distributed before the meeting:

- Proposed agenda
- January 14, 2024 meeting minutes
- January Committee Report Summaries

- Annual review of standards
- MCHACP Bylaws – Proposed Revisions
- Part A update
- Part B update

Documents distributed after the meeting:

- 2024 Council and Committee Operations Evaluation survey
- MCHACP Bylaws Revisions PowerPoint

AM/ee