

Minnesota HIV Services Planning Council Meeting
January 8, 2013
9:00am – 12:00noon
Health Services Building, Room L15
525 Portland Ave S, Minneapolis
Minutes

Council Members Present:

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| Mary Gulley | Keith Henry |
| Tom Bichanga | Andy Ansell |
| Hank Jensen (Council Co-Chair) | Karin Sabey |
| Debbie Gazett | Skye Davis |
| Al Fredrickson | Shelia Mills |
| Darin Rowles | Kris Hammes |
| Shanasha Whitson | David Neller |
| Bashir Hers | Ami Lazo |
| Jonatan Gudino | Adam Fairbanks |
| Joan Carchedi | Monica Yugu |
| Winston Cavert | Jimmy Thomas |

Council Members Absent:

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| Makeda Norris (Council Co-Chair) | Loyal Brooks |
| Rob Pioli | Craig Schmidt |

Guests/Consultants:

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| Jared Erdmann – NA community member/co-chair | Erica Bergsted - Hennepin County |
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G-HAT:

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| Thuan Tran - Hennepin County | Kathryn Hansen - Hennepin County |
| Jonathan Hanft - Hennepin County | Redwan Hamza – DHS |
| Nick Metcalf - DHS | |

Planning Council Staff:

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| Tim Sullivan | Wendi Johnson (minutes) |
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Quorum Present? **Yes**

I. Call to Order

Hank stated he would be presiding and called the meeting to order at 9:06am.

II. Lighting of the Candle

Skye lit the candle asking that people come into the new year with open hearts and minds.

III. Introductions and Welcome

Introductions were made.

IV. Consideration and Approval of Proposed Agenda

The agenda was approved by unanimous consent.

V. Review and Approval of November 13, 2012 Minutes

The minutes were approved by unanimous consent.

VI. Part A, Jonathan Hanft, Hennepin County

Jonathan distributed a document titled *Part A Update January 8, 2013*.

- A. HRSA/HAB Site Visit – The site visit went well and there were no major findings. They were very impressed by the consumer lunch and the level of involvement in MN. They were also impressed by our fiscal management and the data presented to the Council to help make decisions. We anticipate a summary letter soon.
- B. Final FY2011 MAI annual report is due January 31st.
- C. Additional redistribution and reallocation in 2012 – Jonathan reviewed the plan.
- D. Estimated unobligated balances and 2012 into 2013 carryover request has been submitted. The only funds that can be carried over are formula funds. There is \$60k available to carryover and \$26k in MAI.
- E. FY2013 awards – We learned that awards will be late and will be given in two parts. The first award we will get is 50% of our formula award from 2012. This means the Council will be doing a post award allocation sometime after March 1st.
- F. Excerpts from Hennepin County's HIX-Systems Modernization Advisory Committee on Minnesota's Health Insurance Exchange. Jonathan provided an overview of the new system and showed two videos that showed how the new system

will work. Questions/Comments:

- Kris asked about people who are underinsured. Jonathan isn't sure how this program will work for those who are underinsured.
- Keith asked if no longer requiring an asset test will be an improvement. Karin said yes, because there are clients who have retirement funds or IRAs that are not currently eligible for services because of those funds.
- Redwan said MN has received a conditional approval for the certification due January 1st. This conditional approval needs to be approved by March 31st.
- Jared asked if a navigator will help clients fill out the applications and walk through the process. Jonathan said yes, he thinks so.
- Karin thinks having an email address will become a barrier for clients accessing this system.
- Andy asked if clients will still have a state or county worker to help verify information much like is currently done through MAXIS. He also asked if there will be a different verification process.
- Joan asked about people who do not have a permanent address. Jonathan said there will still be a worker or navigator available to help them.
- Monica asked about undocumented clients. Jonathan said Ryan White will still need to exist for clients like this who will not qualify under HIX.

VII. Part B Update, Redwan Hamza, DHS

Redwan provided an update of activities DHS is working on.

VIII. Staff Update

- A. The next Community Voice Committee meeting will be held on January 18th and will be in conjunction with the Program HH consumer advisory committee. The meeting will be held from 9am – 2pm and an RSVP to Wendi is required.
- B. The Operations committee meeting has been moved to January 25th to accommodate the CVC meeting taking place on January 18th.
- C. Council staff will be working to update the website in coming months and we will be asking for member input. Watch for a survey email.

IX. Co-Chair Update

The Council sent Hank to the All Grantee meeting in D.C. at the end of November. He attended a number of sessions about consumer involvement. Hank was very impressed with how well MN manages the money and the consumer involvement in the process. There was a lot of talk about the ACA and continuing consumer involvement. It is the only disease that is federally mandated to include consumers in the process.

X. Presentation of Proposed Attendance Policy Revision

Tim presented a proposed attendance policy revision. The Operations committee has been reviewing the attendance policy over recent months. They hope this policy will reduce the amount of time spent talking about attendance and what the individual issues are that are preventing people from attending meetings. A formal proposal will be emailed and will be voted on at the February meeting. If approved, it will be implemented on March 1st and everyone will have a clean slate. After that attendance will be tracked on a rotating 12 month calendar. Questions/Comments:

- Joan asked about conferencing into meetings. Tim said we are working on making conferencing into meetings more available. Operations will be working on a policy.
- Karin asked if this only applies to a primary committee and asked how Executive committee is tracked. Tim said we don't really track attendance at Executive as long as quorum is being met. Quorum is based on one co-chair from each committee attending.
- Monica asked if there was consideration of excused and unexcused absences. Tim said in the past the attendance policy was based on a point system and absences were excused and unexcused. The committee wanted to get away from making judgment calls on what is an appropriate absence.
- Kris asked if the Operations committee took weather into consideration when designing this policy. Tim said if a meeting is canceled it does not count against attendance.
- Andy thanked the committee for coming up with this policy. It takes the burden off of committee members and Council staff.
- Jared asked what happens if someone comes late or leaves early at a meeting. Council staff count anyone who is at a meeting, no matter the amount of time they are there, as being present.
- Wendi said it is always nice to know if people cannot attend a meeting so staff can make appropriate arrangements for food/copies. Staff may even cancel a meeting if they know enough people will not be present to do business.

XI. Committee Reports

The Council received a document titled *Committee Report Summaries*

- A. Community Voice – no verbal update

- B. Executive – no verbal update
- C. Needs Assessment & Evaluation – no verbal update
- D. Operations –
 - a. Action Item: Planning Council Co-Chair – **MOTION:** Adam made a motion to appoint Kris Hammes as the Planning Council Co-Chair beginning March 1, 2013 and a second is assumed. Discussion:
 - Shansaha thinks Kris would do a great job.
 - Hank reminded the Council that this was brought to the Council in November to submit names for consideration. If anyone else is interested in serving now is the time to submit their names.
 - Kris appreciates the consideration and looks forward to the challenge.
 - The question was called and passed unanimously with a vote of 19-0. Kris' term as Council Co-Chair will begin March 1st, 2013. He plans to step down as co-chair of the Planning & Priorities committee.
 - b. Recruitment 2013: Membership and Leadership
 - All of the committees will be looking at their co-chair positions. Tim hopes more Council members will decide to step up and fill a co-chair leadership position. In addition to sharing facilitation of committee meetings and bringing action items to the Council they are also asked to share attendance at the Executive committee.
- E. Planning & Priorities
 - a. Carryover Process/Proposal – Tim said Jonathan had to submit a carryover request to HRSA by December 31st. There was not time between the November Council meeting and December 31st for the Council to consider and approve a proposal. In lieu of this process a proposal was brought only to the Planning & Priorities committee for consideration and approval. We don't know what the actual amount of carryover will be so this was just a starting point. Jonathan presented the proposal that was submitted. Questions/comments:
 - Andy asked what the result of the electronic committee vote was. Tim said it was unanimous, 11-0 with nine current Council members and two community members.
 - There is nothing the Council needs to do with this right now and is just a way to keep the process transparent. Once we know the final carryover amount there will be the ability for the Council to approve the final allocation.
 - Al asked if we will follow the percentages to services based on the actual amount received. Jonathan said yes.

XII. Treatment Cascade, *Keith Henry, M.D.*

Keith was asked to talk about the treatment cascade. Questions/comments:

- Jonathan asked for clarification that the majority of people are being lost between their first visit and their second visit. Keith said yes, however, some of these clients are receiving their care elsewhere and that is not captured in this data.

XIII. Open Forum

None

XIV. Unfinished Business

None.

XV. Announcements From the Floor

- Keith said there is a new quad pill that has just been approved. Keith will be involved in a study to test a newer quad pill that has less side effects. There are a number of pills that are slated to be approved in the next year or so and there is the hope that injections every three months will replace daily pills.
- Lighting of the candle sign-up sheet was distributed.
- The annual election will be taking place at the February meeting and we will be saying goodbye to members who are rotating off the Council.

XVI. Adjourn

The meeting was adjourned at 12:01pm

Meeting Summary:

- Jonathan provided the Council with an update on the new health insurance exchange program. This program will affect Ryan White funding so it is important for the Council to stay informed of its progress and implementation.
- The Council was presented with the Operation committee's new attendance policy. The policy will be sent out for Council review prior to the February meeting, where it will be voted on for a March 1st implementation.
- Kris Hammes was appointed as Planning Council Co-Chair, effective March 1, 2013 for a period of two years.
- A Part A carryover request was due to HRSA by December 31, 2012 and there was not enough time to get it reviewed and approved by the full Council. Jonathan presented it to the Council as an FYI.
- Keith gave a presentation on the cascade model and how MN fits into the national numbers.

Documents Distributed Before the Meeting:

- Agenda
- Minutes from November 13, 2012
- Committee Report Summaries

- **Documents Distributed/Available At the Meeting:**

- Part A Update
- Action Item: Planning Council Co-Chair Election

WJ/tds