

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

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**Council Members Present:**

|                                |                                |
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| Sokun Bobson                   | Hank Jensen (Council Co-Chair) |
| Andy Ansell                    | Joan Carchedi                  |
| Lesa Nelson                    | Michele Boyer                  |
| Kris Hammes (Council Co-Chair) | Al Fredrickson                 |
| Darin Rowles                   | Monica Yugu                    |
| Mary Gulley                    | Debbie Gazett – via phone      |
| Carol Backstrom                | Loyal Brooks                   |
| Scott Bilodeau                 | Valentine Momo                 |
| Winston Cavert, M.D.           | Jonatan Gudino                 |

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**Council Members Absent:**

|                  |                  |
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| Tom Bichanga     | Michael Brooks   |
| Michael Hargrave | Bashir Hers      |
| Craig Schmidt    | Shanasha Whitson |

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**Guests/Consultants:**

|   |                                |
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| Jared Erdmann – City of Minneapolis/NA committee co-chair | Jim McNamara – ViiV Healthcare |
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**G-HAT:**

|                                  |                              |
|----------------------------------|------------------------------|
| Jonathan Hanft – Hennepin County | Dave Rompa – DHS             |
| Gloria Smith – DHS               | Thuan Tran - Hennepin County |
| Sheila Murphy - Hennepin County  |                              |

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**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 9:07am.

**II. Lighting of the Candle**

Mary and Joan lit the candle for Aaron Burks who passed away recently. He was a member of the Community Voice committee and an employee of HCMC prior to moving to New York. He will be missed by many people.

**III. Welcome and Introductions**

Introductions were made.

**IV. Consideration and Approval of Proposed Agenda**

The agenda was approved by unanimous consent.

**V. Review and Approval of September 10, 2013 Minutes**

The minutes were approved by unanimous consent.

**VI. Co-Chair Update**

- A. Letter to Board on Aging – Kris thanked everyone for their help with the letter to the Board on Aging. Tim will be finishing it.
- B. Kris attended the USCA conference and really enjoyed it.

- C. Kris is stepping down as Council Co-Chair to pursue other ventures. He thanked the Council for the work they do.
- D. Hank joined the Shut Out HIV board and stated his new conflict of interest.

**VII. Part A, Jonathan Hanft, Hennepin County**

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

- A. Conditions of Award – The FY2013 Program Terms Report was submitted in September.
- B. Part A application is due October 9<sup>th</sup>. Questions/Comments:
  - Andy asked how the shutdown is affecting the application. Jonathan said we still have to submit the application tomorrow but it may not be reviewed right away.
- C. The carryover request has been approved.
- D. The Planning Council's technical assistance request has been approved. Due to the Government shutdown we may not hear for some time.
- E. Shutdown: There is no impact on Ryan White funding so far. HRSA let us know that we can continue to spend funds. There are very few staff at HRSA working during the shutdown and grantees cannot contact them to ask questions.

**VIII. Part B Update, Dave Rompa, DHS**

Dave distributed a document titled *Part B Report 10/8/13*

- A. The conference phone system has been ordered and will allow for better conference calling into meetings.
- B. The Part B supplemental award was received. It was about \$109,000 which is roughly \$16,000 less than last year.
- C. The Part B application is due November 12<sup>th</sup>.
- D. Impact of the federal shutdown – Right now there is no impact to DHS services but this could change after October 17<sup>th</sup>.
- E. Benefits Bootcamp report – The meeting went very well and feedback is very positive.
- F. ACA Updates – DHS has picked the five plans and they were released on October 1<sup>st</sup>.
- G. Medicare Part D Updates – DHS has picked the plans and are waiting for final approval.
- H. Staffing Updates – Marsha Edwards who has been filling the Contract Manager position is finished today. Dave hopes to have the new Contract Manager hired by next month.
- I. Program Application Review Process – Andy and Mary are leading this project at DHS.
- J. Calendar of Events – see the handout for a list of meeting and event dates.
- K. Rebate Dollars – Dave gave history of the medication rebate and the current dispute over the rebate discounts. Questions/Comments:
  - Winston asked what percentage of rebate funds are in dispute. Dave said it is about \$1.2 million out of \$8 million so about 20%.
  - Tim asked if there is any risk of clients not getting medications during this dispute. Dave said no.

**IX. Staff Update**

- A. Logo Contest – The Planning Council community logo contest runs for the month of October and there is a \$150 prize.
- B. Meeting Calendar – The 2014 draft calendar is in process. Meeting dates and times will be considered in committee meetings this month.
- C. Veteran's Day – The November meeting is the day after Veteran's Day. If you need something from staff contact them the week before.
- D. Council Co-Chair – if you are interested in serving as Council Co-Chair please contact staff or co-chairs of the Operations committee.

**X. Wait, Wait, Didn't We Just Do That?, Tim Sullivan, Hennepin County**

The Executive committee has been in discussion on how Council members can take a more active role in the work of the Council. Tim thought it would be a good idea to go over the roles and responsibilities of the Council.

*Section 2602: Administration and Planning Council* – These are the basic mandates for what the Council is responsible for. He asked the group to have a discussion about how they feel the roles and responsibilities are being met or what is needed in order accomplish these tasks.

- A. Needs Assessment –
  - Andy thinks this is met by MDH collecting epi data and presenting it each spring to the Planning Council.
  - Carol asked if the disparities as they relate to services are measurable in the needs assessment survey. Tim said yes, the survey asks if a client needed the service; if they did – did they get it; if they did not get it – why.
  - Sheila said the Part A application is posted on the Council website after it has been submitted. If anyone is interested in looking at unmet need/EIHA/and emerging populations it is included in the application. Tim added that the application is a great way to see how the Part A grantees have carried out the Planning Council's plan.
  - Monica asked if the Council has been successful in reaching youth and African Born individuals for the survey. Tim said the Needs Assessment committee looks at the affected populations to find a representative sample of each category. The population we had the most problem getting responses from was the African Born population. Council staff, DHS staff, and Needs Assessment members met with African Born agencies to help reach more clients. We were able to double the number but did not reach the target.
  - Jonatan asked how we approach and overcome system barriers. Tim said there is not a lot the Planning Council can do to force parts of the law but individual citizens can. Hank added that the Operations committee considers reflectiveness in Council membership.
- B. Priority Setting & Resource Allocation –
  - Kris said we take into consideration the National HIV/AIDS Strategy and the Statewide Coordinated Statement of Need.
  - Darin said the Needs Assessment committee puts together the Service Area Review Summaries (SARS) for the Council to use during prioritization and allocation.
- C. Comprehensive Plan –
  - Planning & Priorities committee is the group responsible for updating this plan every three years.
- D. Assessment of the Administrative Mechanism –
  - This was just completed for Part A to include in their grant application due tomorrow.
- E. Coordination
  - No questions or comments about this item.

Tim reviewed the document titled *MN HIV Services Planning Council Roles and Responsibilities* which is presented during orientation. Tim distributed a document titled *Two Year Cycle*. This is a draft workplan of the Council's work over a two year period.

**Kris stated he would be presiding over the remainder of the meeting.**

## **XI. Committee Reports**

The Council received a document titled *Committee Report Summaries*

- A. Community Voice –
  - a. The committee will be meeting on October 15<sup>th</sup> from 10-12noon at the Oak Park Neighborhood Center. If you plan to attend please RSVP. The committee will be electing co-chairs, setting meeting schedules, and going over the prioritization and allocation process.
- B. Executive –
  - a. The committee discussed having a Planning Council retreat in 2015. If you have topics for the retreat please let Council staff know.
- C. Needs Assessment & Evaluation –
  - a. The committee plans to begin doing evaluation of Planning Council meetings. Initially they will be conducted monthly and will phasedown to quarterly evaluations. Jared asked for suggestions on questions to ask in the evaluations.
  - b. The committee reviewed the needs assessment survey and they will review a draft final version at their next meeting.

- D. Operations –
  - a. The committee completed initial review of the bylaws. Staff will present a cleaned up version of the bylaws next month for consideration and approval.
- E. Planning & Priorities –
  - a. The committee has been working on the standards of care timeline and update as a result of HRSA's site visit evaluation letter. The committee has extended their meeting by one hour to include standards review during their regular committee meetings. The standards update will take place during the first hour of the committee meeting.
  - b. The committee made a plan for the Mental Health standards update based on HRSA's finding to make the service in line with the HRSA definition. If you are familiar with mental health services, have clients who receive mental health services, or have an interest in mental health services then you should attend the next Planning & Priorities committee meeting to be part of this discussion.

## **XII. Expenditure Reports: What Do All of Those Rows, Columns, and Numbers Really Mean?**

Jonathan presented two documents titled *Ryan White Part A, B, and Rebate Spending - Blank* and *Ryan White Combined Parts A & B and Federal Rebate Spending – Six Month Report*. Jonathan oriented Council members to how it should be read. There are four tables in each report: All funding (Parts A and B, Federal Rebate), Part A, Part B, and Federal Rebate. These reports are usually presented to the Council two months after the Part A quarter ends because they wait until the Part B quarter ends. In November the actual six month expenditure report will be presented to the Council. Questions/Comments:

- Michele asked why the Council has not seen the 1<sup>st</sup> quarter report. Jonathan said it slipped through the cracks. The six month report is important because it is the point at which the grantees make recommendation on reallocation/redistribution so that funds can be spent by the end of the year.
- Loyal asked what is different about this format that is different than others the Council has received. Jonathan said it is the same format. Today's presentation is to help members accurately read the reports.
- The Council discussed the impact ACA will have on Ryan White funding. Dave said there are a lot of unknowns and the ACA is only one unknown in the process.
- Gloria gave information on how rebate and supplemental funds are monitored and spent.
- Jonathan asked about Greater MN Set Aside – Medical Case Management and why the funds were more than 50% spent by the six month mark. Jonathan said this was evened out by the end of the year and had to do with how the money was being tracked.
- Kris asked that page numbers be added to these documents. Jonathan will do this for future reports.
- Monica asked about Part B carryover money. Gloria and Dave said there is no carryover for Part B.
- Loyal asked where carryover money for Part A is tracked. Jonathan said it will not show up until later in the year because the carryover requests are received so late.
- Monica asked how the Council can use this information to make changes. Tim said it is always good for Council members to monitor these reports so that when changes are made the Council can act quickly.
- Darin said he makes note of any service area that is over or underspent so he can find out why. He added that Jonathan and Dave usually point out why a service is over or underspent as they present it to the Council.
- Darin said he keeps expenditure reports in a certain place and refers back to it for historical trending.
- Andy tends to focus on the combined report because this has the best compilation of information. He looks at the overall annual application, what the quarterly budget would be for even spending, the percent spent overall, and any service area that is over or underspent by 10%.
- Hank echoed what Darin and Andy said. He also looks at the combined spending and uses the individual sheets for more detailed information. He uses over or underspending of 5% and highlights them with different colors.
- Gloria said most services are spent and any leftover money is redirected to rebate. She asked if the reports should include actual spending or if she should divide it out by quarters. She said Mental Health services were nearly 100% spent by the end of the 1<sup>st</sup> quarter. Dave added that rebate funds are used to cover any overspending in the Part B programs so reporting to the Planning Council is a

little different. He will work with DHS and Council staff to find the best way to present Part B expenditures.

- o Al would like to know what money is being spent as it is being spent. That way he can monitor if more money is needed for the service.
- o Jonathan thinks it is important for the Council to be aware of actual spending and what other sources of funding are available. Dave said the extra funds are not always available.

### **XIII. Open Forum**

None

### **XIV. Announcements From the Floor**

- A. Carol Backstrom is moving back to Washington D.C. This means the Medicare Part D position is now open on the Council. We thank her for the time she was with us. She sees the value of the Council and is actively looking for a replacement.
- B. Thank you to Kris.
- C. Position for an outreach worker at YAP. This is a 75% position.

### **XV. Adjourn**

The meeting was adjourned at 11:53am.

### **Meeting Summary:**

- The Council was led in a discussion of the roles, responsibilities, and a timeline of work for the Planning Council.
- The Council was led in a discussion on how to read the expenditure reports that are presented to the Planning Council.

### **Documents Distributed Before the Meeting:**

- Agenda
- Minutes from September 10, 2013
- Committee Report Summaries
- Ryan White Part A, B, and Rebate Spending - Blank
- Ryan White Combined Parts A & B and Federal Rebate Spending – Six Month Report

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

- Part A Update October 8, 2013
- Part B Report 10/8/13
- Section 2602: Administration and Planning Council
- MN HIV Services Planning Council Roles and Responsibilities
- Two Year Cycle

**WJ/tds**