

Minnesota HIV Services Planning Council Meeting
October 9, 2012
8:30 a.m. – 3:30 p.m.
Health Services Building, Room 110
525 Portland Ave S, Minneapolis
Minutes

Council Members Present:

Joan Carchedi	Hank Jensen (Council Co-Chair)
Bashir Hers	Rob Pioli
Al Fredrickson	Karin Sabey
Kris Hammes	Andy Ansell
Keith Henry	Darin Rowles
David Neller	Monica Yugu
Shanasha Whitson	Skye Davis
Debbie Gazett	Jonatan Gudino
Ami Lazo	Tom Bichanga
Loyal Brooks	

Council Members Absent:

Peter Carr	Winston Cavert
Adam Fairbanks	Mary Gulley
Amy Schrempp	Jimmy JT Thompson
Shelia Mills	Craig Schmidt

Guests/Consultants:

Brian Bongner – MERCK	Ephraim Olani – SAYFSM
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G-HAT:

Jonathan Hanft - Hennepin County	Sheila Murphy - Hennepin County
Redwan Hamza - DHS	Nick Metcalf – DHS

Planning Council Staff:

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 9:05am.

II. Lighting of the Candle – Karin Sabey

Karin lit the candle for Terry, one of the first HCMC Positive Care Center clients, who passed away last week. She learned a lot from him and will always be inspired by his bravery and courage.

III. Introductions and Welcome

Introductions were made.

IV. Consideration and Approval of Proposed Agenda and August 14, 2012 Minutes

The minutes and agenda was approved by unanimous consent

V. Part A, Jonathan Hanft

Jonathan distributed a document titled **Part A Update, October 9, 2012**

A. The grant application is due October 22nd.

B. Contract adjustments for carryover are underway.

C. Redistribution / Reallocation Opportunity Assessment

D. First Quarter Expenditure Report. Jonathan presented a document titled **Ryan White Quarterly Report by Service Area**. Questions/Comments:

- Al asked about those services areas with underspending. Redwan said there is an overlap in contract year and fiscal year. By the end of the year Benefits Counseling will be fully spent.
- Jonatan asked why the grantees are considering reallocating money to Food Shelf when there are already a number of state and county funded programs. Jonathan said there is a need for this service in addition to what is available. Karin added that when money is reallocated they go to services that can be spent very quickly. Skye added that food shelves are restricted to area of residence and there is a cap on how often people can access it.

E. SHAPE LGBT Data Forum – will be held on Friday, October 12th. Please RSVP by today.

VI. Part B, Redwan Hamza

- A. The 2013 Part B application guidance has been released. It is due sometime in early January.
- B. Received \$125,000 in supplemental Part B funding. \$75,000 will go to ADAP and \$50,000 will go to Early Intervention Services.
- C. The final Part B report for 2011 is due soon.
- D. Upcoming Trainings:
 - a. Healthcare policy update on November 7th.
 - b. All Provider Meeting taking place on November 7th also.
 - c. Town Hall forums are taking place around the state.
- E. The formulary committee meeting is tomorrow at MAP.

VII. Prevention Update, Peter Carr

No update.

VIII. Staff Update

- A. Clicker System – everyone received a clicker when they arrived at the meeting that has been assigned to them by number (which is also located on the sign in sheet and on tent cards for later reference). Please return it to Council staff at the end of the meeting.
- B. 2012 Meeting Calendar – Wendi distributed a new meeting calendar through the end of the year. The big change is the Executive committee meeting which has been moved to the 1st Tuesday of the month from 2-4pm.
- C. Facebook – The Council now has a Facebook page. Wendi posts meeting reminders.

IX. Committee Reports

A document titled **Committee Report Summaries October 9, 2012** was distributed.

- A. Community Voice – no update
- B. Executive – no update
- C. Needs Assessment & Evaluation – no update
- D. Operations – no meeting
 - a. Action Item: Suspension of Bylaws – Hank has accepted a position at HCMC. **MOTION:** The committee made a motion to suspend the bylaws to allow three HCMC employees to serve on the Council until Keith rotates off at the end of February 2013. A second is assumed. Discussion:
 - Tim moderated this motion and used the clicker system.
 - Kris asked how many meetings will include three employees. Tim said four.
 - Kris asked if this has been done in the past. Tim said yes, we are currently doing this for DHS and have done it for HCMC in the past.
 - The motion passed by majority with a vote of 10-3 with four abstentions.
 - b. Action Item: Representation at 2012 HRSA All Grantee Meeting – Every two years there is an all grantee meeting in D.C. and if there is a spot one Council Co-Chair is sent. **MOTION:** The committee made a motion to send Hank Jensen to the All Grantee Meeting to represent the Council. A second is assumed. Questions/Comments:
 - Tim moderated this motion and used the clicker system.
 - Karin asked if the tradition is to send a Co-Chair. Darin said the tradition is to send the HIV+ Co-Chair. Hank has also shown strong attendance and a willingness to bring information back to the Council.
 - The motion passed by majority with a vote of 13-1 with three abstentions.
- E. Planning & Priorities – no update.

X. Open Forum

None

XI. Part A Quality Management Report

Sheila distributed two documents titled **Ryan White Part A CQM Measures 2010 – 2011** and **Universal Standards for Ryan White Services Providers**. She provided a presentation on quality management programs over the last year.

Questions/Comments:

- Keith said some of the quality management reporting can be tricky because it is only reporting those who are eligible and already receiving Ryan White services. Sheila agrees.
- Jonathan said we can only affect the service delivery of services we fund. He thinks once the MDH lab data matures we can begin comparing our data with the surveillance data.
- Al asked if this information is based on client self-reporting. Sheila said yes but she hopes providers are trying to follow up to verify.
- Jonatan asked what the definition is of “in care”. Sheila said there is a few quality measures to assess this.
- Joan asked if someone physically goes out to review charts at providers. Sheila said she and Wendi do chart reviews.
- Hank asked how many corrective actions are made after a site visit. Sheila didn't have the number at hand but it is a

small number. Sometimes there is a small need for corrective action so Sheila lets the provider know and goes back several months later to make sure it's been implemented.

- Hank asked how we compare to other TGAs on these measures. Sheila said she has never seen another TGA's measures that match ours. HRSA/HAB has very different measures.
- Jonathan added information to Goal 5. One of the things carryover funding covers is to pilot some new EIS programs to get people connected to care. Early results from this showed a good improvement in getting to care and staying in care.

Sheila would like to see a measure of the quality management program included in the Part A assessment of the grantee. Contact Sheila if you would like more information about anything she presented today. She also let the Council know that the QMAC committee is looking for a couple more members. Hank is currently on the committee.

XII. Prioritization and Allocation Processes Evaluation

Tim used the clicker system to get feedback on the prioritization and allocation process. Comment cards were distributed to gather open-ended question feedback. The questions asked on the comment cards:

- Consumer data and information was helpful and essential since they are directly impacted.
- Data provided was excellent, no additional data was needed. The open discussion without Robert's Rules of order helped allow all at the table to talk without the fear of being squashed or not heard.
- Most helpful was reviewing with my buddy. The process was very user friendly.
- Most helpful was the consumer response because ultimately this funding is for them.
- Epi data may be helpful, but I feel that I had the basic info in hand needed to make an educated evaluation.
- I really liked the format of the allocations meeting. The intentional breaks and comment periods seemed to encourage sufficient deliberation without getting too long. Well done.
- Housing data: how much would it cost to fund the housing need? How many PLWHA are in need of housing in MN?
- Documentation, not just people saying what their opinions are or what they think is gospel.
- Other service areas are not on the priority list. African born consumers voices to be more represented (find out how to reach them).
- Outcomes data related to care status/health outcomes and provider needs assessment data would be helpful.
- Data made available was sufficient.
- More data about ACA impact or need for Ryan White.

XIII. Unfinished Business

- A. Assessment of the Administrative Mechanism (Part A) – Tim presented the member feedback completed via email. 20 out of 26 Council members responded to this assessment. This will be posted on the Council website for review and a handout with answers to the member feedback will be provided. Questions/Comments:
- Karin said she was very pleased to see so many comments.
 - Hank said 20 out of 26 responses is good. He reminded the Council that this is a requirement for participation and hopes there will be 100% participation in the future.

XIV. Announcements From the Floor

- A. Joan said October 24th there will be a MAP Women and HIV series event in NE Mpls. She will email everyone the information.
- B. The December Council meeting will include HRSA staff who will be in town to do a site visit.
- C. The next Council orientation session will be Friday, November 2nd. Please RSVP to Wendi.
- D. HCMC is sponsoring a fundraiser for several agencies. Proceeds will be going to help patient needs.
- E. October 15th is national Latino HIV/AIDS Day.
- F. RAN has three new case managers: They are now offering mental health services to clients and are provided on site in conjunction with regional support groups.
- G. National Coming Out Day is coming up. DHS is holding a talk about HIV, substance abuse, and coming out.
- H. DHS is hosting a World AIDS Day event on December 6th.

XV. Adjourn

The meeting was adjourned at 11:40am

Meeting Summary:

- The Council is going to begin using an electronic voting "clicker" system. The number clicker assigned to each Council member is located next to their name on the sign in sheet and on their tent card.
- The bylaws were suspended to allow three HCMC employees to serve on the Planning Council until February 28, 2013.
- The Council approved Hank Jensen to attend the All Grantee meeting on behalf of the Planning Council.
- Sheila presented the quality management projects that have taken place in the last year.

- Tim gathered feedback on how the prioritization and allocation process went.
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Documents Distributed Before the Meeting:

- Agenda
- Minutes from August 14, 2012
- Committee Report Summaries October 9, 2012
- Action Item: Suspension of Bylaws
- Action Item: Representation at 2012 HRSA All Grantee Meeting
- Ryan White Quarterly Report by Service Area

Documents Distributed/Available At the Meeting:

- Part A Update, October 9, 2012
- Ryan White Part A CQM Measures 2010 – 2011
- Universal Standards for Ryan White Services Providers

WJ/tds