

**Minnesota HIV Services Planning Council Meeting
December 10, 2013
9:00am – 12:00noon
Health Services Building, Room L15
525 Portland Ave S, Minneapolis
Minutes**

Council Members Present:

Mary Gulley	Debbie Gazett (Council Co-Chair)
Lesa Nelson	Hank Jensen (Council Co-Chair)
Krissie Guerard – via phone	Al Fredrickson
Craig Schmidt	Andy Ansell
Scott Bilodeau	Michael Hargrave – via phone
Michele Boyer	Sokun Bobson
Winston Cavert	Valentine Momo
Tom Bichanga	Jonatan Guidno
Monica Yugu	

Council Members Absent:

Joan Carchedi	Loyal Brooks
Darin Rowles	

Guests/Consultants:

Jared Erdmann – City of Minneapolis	Jeanette – RAAN
Karin Sabey – HCMC	

G-HAT:

Bryan Bick – DHS	Nick Metcalf – DHS
Sheila Murphy - Hennepin County	John Suhr - Hennepin County
Jonathan Hanft - Hennepin County	

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 9:11am.

II. Welcome and Introductions

Introductions were made.

III. Consideration and Approval of Proposed Agenda

The agenda was approved by unanimous consent.

IV. Review and Approval of November 12, 2013 Minutes

The minutes were approved by unanimous consent.

V. Co-Chair Update

- A. Hank received a letter from HRSA encouraging Part A jurisdictions to continue their structures as they stand. They are not encouraging anyone to disband their Planning Councils. Tim added that all documents can be accessed on the HRSA/HAB Target Center website.
- B. Welcome Debbie as Council Co-Chair.

VI. Part A, Jonathan Hanft, Hennepin County

Minnesota HIV Services Planning Council
Planning Council Meeting Minutes for December 10, 2013
www.mnhivplanningcouncil.org

Jonathan distributed a document titled *Part A Update December 10, 2013*.

- A. Conditions of Award and Grant Reports – see the handout for a list of conditions of award and reports due this month.
- B. 2014 Appropriations Outlook – This week is the deadline for the joint committee to come up with a final number for the appropriations committee to work with for the next two years. It looks like there could be a short deal that will lessen the impact of sequestration by \$40-45 billion. There is some hope that some of this reduction will be applied to Ryan White.
- C. Planning Council Administrative Specialist Hiring – The hiring process will be starting soon. Jonathan will first need to post the position internally, then internal promotional, and then open competitive. Jonathan asked everyone to be patient and help out with things in the interim.
- D. MNSure – Jonathan gave an update for PLWH/A who are eligible for MA through MAGI. The process is slow and there was a backlog of clients to be approved by January 1st. If you have clients who need these services please get them in touch with assisters or navigators. DHS will not be accepting paper applications so clients need to fill out the online application. The retroactive system is not yet in place for anyone who has a lapse in their coverage. MAP, SAYFSM, and Minneapolis Urban League are three providers who have assisters available for clients.

VII. Part B Update, Andy Ansell, DHS

Andy distributed a document titled *Part B December Report*

- A. Application Status – The application was submitted yesterday.
- B. Medicare Part D Transition – All but one client has been transitioned to the new plans.
- C. ACA Update – Approximately 50 of the 211 clients have been enrolled in MNSure.
- D. Staff Changes – See the handout for a list of DHS staff changes.
- E. Upcoming Trainings – See the handout for a list of upcoming trainings and events.
- F. MNSure Update – Andy updated the Council that DHS was aware there would be difficulties along the way in getting people transitioned to the new programs. Program HH staff will help clients continue their services and medications in any interim. Questions/Comments:
 - Craig said Social Security updates are not being processed over the phone. People need to update their forms either in person or online.

VIII. Staff Update

- A. Calendar – Tim distributed updated Planning Council meeting calendars. They are updated from the document distributed last month. All of 2014 meetings are on the website now.
 - a. Standards of Care – Planning & Priorities devotes the first hour of their meetings to standards of care. They are currently working on the Mental Health service standards. The next meeting will be December 18th at MAP from 9:30-10:30. Beginning in January the committee will begin working on Food Services. Any provider who provides a service to the HIV community are welcome to attend and provide input regardless of funding source.
- B. Health Services Building Renovation – Several floors in HSB are being remodeled and some meeting rooms are becoming not available with little or no notice. Please be sure to check emails for location changes. Additionally, 3rd floor staff are working to move from the 3rd floor to the 7th floor and will be under a flexible workspace structure. They are in the process of cleaning out files and storage spaces in preparation for the move.
 - a. Planning Council Mugs – please take a mug if you would like one.
 - b. DVDS – DVDs targeting the African American, African Born, and Latino populations are available.
 - c. Making Sure Your HIV Care is the Best It Can Be Booklets – booklets are available in English and Spanish.

- C. Wendi's Transition – In the interim, please continue to use Wendi's desk number to contact staff (612.596.7894) until further notice. You can continue to contact Tim as well.
- D. 2nd Terms – If you are eligible for a 2nd term in February please let Council staff know if you are interested. Staff will let members know when they are eligible and it will be the member's responsibility to express their interest in serving a second term.
- E. Save the Date – MDH, DHS, Hennepin County and Planning Council staff have been in very preliminary discussions about integrated prevention and care planning. This is a discussion that has been considered over the years. With HRSA and CDC pushing for better collaboration MN thought this would be a good opportunity to move forward with the discussion. The meeting will be held on January 23rd at the Wellstone Center in St. Paul from 9-12 noon. This will be a listening session for Planning Council and CCCHAP members to talk about the pros, cons, and collaboration areas where the groups could work together.
- F. Council Co-Chairs – Council Co-Chairs are eligible for two two-year terms. These terms are staggered to allow for continuity of experience as Co-Chairs complete their time. The position up for nomination is the person who is openly HIV positive. If you are interested in serving please let Council staff know. Questions/Comments:
 - Hank let the Council know that the candidates for Council Co-Chair need to be from the Twin Cities because there cannot be two Council Co-Chairs from Greater MN.

IX. Proposed Bylaws Revisions

Tim distributed the proposed *Bylaws*. The bylaws require 20 days review before the Council can vote on any changes. Today's discussion is about the changes and the vote will be conducted next month. All proposed changes are in red. Questions/Comments:

- Jonatan likes the change to term rotation and managing keeping experience AND training new people on the process to encourage participation.
- Tim reminded the Council that next month, when they are presented for approval, any Council member can offer an amendment to any of the proposed changes.
- Paper copies will not be distributed next month so please bring your copies back next month.
- Tim let the Council know that one change did not make it to the printed copy. The language about conflict of interest on page 13 will be the same language on the addenda on conflict of interest.
- Any changes next month will need to be made as an amendment when the action item is presented to the full Council for consideration.
- Jonatan asked about the hotel amount of \$100. Tim said the Operations committee did discuss it and either didn't make a decision or the change didn't make it to the update. He will look back at the notes and update as necessary.

X. Committee Reports

The Council received a document titled *Committee Report Summaries*

- A. Community Voice –
 - a. The planning group will be meeting next week to continue planning for the January quarterly meeting.
- B. Executive – no verbal update
- C. Needs Assessment & Evaluation –
 - a. The committee is in the process of meeting and interviewing clients and services providers from the six emerging populations included in the Part A grant application. The November meeting focused on the Latino community. This month the African Born community will be interviewed.
- D. Operations –
 - a. Action Item: Membership Recommendations – **MOTION:** The committee recommended Jared Erdmann for a February 1, 2014 start date and Asneht Omare and Dennis London for a January 1, 2014 start date all ending on February 29, 2016. A second is assumed.

There was no discussion and paper ballots were distributed (Sheila Murphy and Sokun Bobson counted the ballots). Jared, Asneth, and David were approved for Council membership unanimously with a vote of 15-0.

- b. Action Item: Planning Council Logo Contest – Wendi presented the two logos forwarded by the Operations committee for consideration. **MOTION:** The committee asked Council members to vote on their choice of logo and a second is assumed.

Questions/Comments:

- Michael likes the ribbon with the Council acronym rather than the full name.
- Tim said the Executive committee did discuss both logos. Either logo can be modified pending approval. The acronym will continue to be used for mailings. The new logo will be the branding for the website, official documents, and promotional materials.
- Monica likes the red ribbon because it seems inclusive enough for everyone.
- Jonathan asked if we could have the colors changed to be grading colors of red. Tim said yes.
- Craig wouldn't know what the four color logo with the Council acronym means. Tim said it offers anonymity but doesn't offer a brand to what the Planning Council is.
- Andy has never seen the red ribbon with the MN outline.
- People were asked to circle their choice on the action item page and hand it back. Sheila counted the ballots.
- The winner of the logo contest is the red ribbon with the outline of Minnesota in the eye of the ribbon. The designer is David Ledsinger, a graphic design artist who was encouraged by Michele Boyer to submit a design. He will receive a \$150 Target gift card and will be asked to provide an acronym variation of the logo for use.

- c. Recruitment Needs – The Council currently has 10 open positions on the Council. With the three elections we are now at 23 members. Being at 20 members is the lowest membership since Tim and Wendi have been here. Some members left due to work issues. Some have been removed due to attendance. Two of these members are interested in submitting their names for consideration again soon. The new attendance policy was not intended to be punitive and members are encouraged to apply again when they can meet the attendance requirements. The Council is looking for people of color, unaligned consumers, and the few mandated positions. Questions/Comments:

- Hank thinks once the two newly elected members start in January we will have the highest representation of the African Born community in recent years.
- February is the annual election. Those eligible for a 2nd term will also be considered in February.
- Tim thinks this is the best time to be involved in the Planning Council because there is going to be a growing need for Ryan White funds.

- E. Planning & Priorities –

- a. Mental Health Standards – The committee met twice to discuss the Clinical Mental Health Services standards. There is confusion about the standard and the description so the committee will continue discussion at their next meeting.

XI. Open Forum

- A. EIIHA – Early identification of individuals with HIV/AIDS is one of the grant requirements for ensuring that those who are out of care are made aware of their status and getting them into care. There is a workgroup meeting on January 8th at HSB on the 1st floor. If anyone is interested in being involved or attending the meeting please let Sheila know.
- B. Magnetix trainings are being organized through the Public Health Clinic – Red Door Services. Contact Scott for more information.

XII. Announcements From the Floor

Minnesota HIV Services Planning Council
Planning Council Meeting Minutes for December 10, 2013
www.mnhivplanningcouncil.org

- The Council thanked Wendi for her time with the Planning Council as she moves on to her new position at the Youth & AIDS Project.

XIII. Adjourn

The meeting was adjourned at 11:45am

Meeting Summary:

- The Council reviewed the proposed changes to the Planning Council Bylaws. The document will be presented again next month as an action item for approval. Any additional changes will be made at that time via an amendment.
- Asneth Omare and Dennis London were appointed to the Council beginning in January and Jared Erdman was appointed to the Council beginning February 1st.
- The Council chose David Ledsinger's submission for the Planning Council logo contest.
- Tim reviewed the membership and recruitment needs of the Council. The annual election will take place in February.

Documents Distributed Before the Meeting:

- Agenda
- Minutes from November 12, 2013
- 2014 Meeting Calendar
- Bylaws
- Committee Report Summaries
- ACTION ITEM: Membership Recommendations
- ACTION ITEM: Logo contest

Documents Distributed/Available At the Meeting:

- Part A Update December 10, 2013
- Part B December Report

WJ/tds