

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

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**Council Members Present:**

Mary Gulley	Hank Jensen (Council Co-Chair)
Kris Hammes	Keith Henry
Andy Ansell	Monica Yugu
David Neller	Karin Sabey
Debbie Gazett	Al Fredrickson
Loyal Brooks	Darin Rowles
Craig Schmidt	Tom Bichanga
Joan Carchedi	Rob Pioli
Winston Cavert	Shelia Mills
Shanasha Whitson	Bashir Hers
Jonatan Gudino	

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**Council Members Absent:**

Skye Davis	Ami Lazo
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**Guests/Consultants:**

Jim McNamara – ViiV Healthcare	Matt Toburen - MAP
Jared Erdmann – NA community member/co-chair	

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**G-HAT:**

Dave Rompa – DHS	Jonathan Hanft - Hennepin County
Nick Metcalf – DHS	Sheila Murphy – Hennepin County
Thuan Tran - Hennepin County	Redwan Hamza - DHS

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**Planning Council Staff:**

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**

Keith lit the candle in honor of the work the Council does and in honor of all the taxpayers who support the funding.

**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 February 12, 2013**.

- A. FY2013 Award Update: Jonathan learned that the grant award will be provided in two parts, the first part being 45% of last year's award. He does not know when the second portion of the award will be received.
- B. Final FY2011 MAI Annual Report has been submitted. This funded service activities for African Americans and Latinos.
- C. There is a new state health insurance exchange website: [www.mn.gov/hix/](http://www.mn.gov/hix/)
- D. CAEAR Coalition Membership Meeting: Jonathan will be attending the AIDS Watch meeting which will be working on reauthorization. Jonathan distributed a draft document titled **Comments on Reauthorization of the Ryan White Program**. Jonathan asked the Council to look over these comments and offer suggestions to Jonathan prior to his visit. He would like to have a MN cascade of Ryan White clients.
- E. Second and Third Quarter Expenditure Report – Jonathan distributed a document titled **Ryan White Combined Parts A & B & Federal Rebate Spending** through the third quarter. Questions/Comments:
  - Joan asked about rebate. Dave said rebate accounts have the ability to roll over from year to year.
  - Kris asked about the Part B MCM and why there is a negative amount. Dave said a lot of rebate was put into

supplementing when funding ends and this reflects the overspending where rebate was used to cover the overage. Dave said this is the same for any Part B service areas that show more than 100% spent.

- Darin asked about Early Intervention Services. Jonathan said these funds have a plan to be spent.
- F. CAREWare 2011 Data Presentation – Jonathan presented CAREWare data from 2011. Questions/Comments:
- Jonathan clarified that these are unduplicated clients and include all Ryan White clients served in 2011.
  - This presentation is posted on the Council website.
  - Jonathan said there is a project to get labs loaded into CAREWare but this is dependent on the service system and client permission to share this information.
  - Shanasha asked why such a high number of clients are using Outpatient/Ambulatory Medical Care. Jonathan said this includes every client who was uninsured during the year or had a co-pay for visits.
  - Shanasha asked if we can cross-reference the clients receiving MCM and Primary Care. Jonathan said yes, and the Council can request any reports they like to help them do their work.
  - Keith asked what the problems are in getting the clinical indicators from Primary Care providers. Jonathan said there is a problem with getting the system to gather the data properly.
  - Sheila provided information on what each of the CAREWare report types are.

## VII. Part B Update, *Redwan Hamza, DHS*

- A. Redwan distributed a document titled *Minnesota Part B Forecast*. This document is prepared with the assumption that nothing is changing with ACA, no repayment of the state appropriation and runs through FY2017. The Governor's office is proposing not paying back the \$2.4 million state appropriation because there is already a lot of money in the rebate account. Questions/Comments:
- Karin asked what will happen with the proposed changes to 3-40B. Dave explained the intent of the change but there are still a lot of unknowns.
  - Keith asked about clinics that have a 3-40B pharmacy and asked about how that money should be spent – if it should go back to serving HIV clients or if it can be absorbed back into the larger clinic system. Dave said it depends on what rule the clinic follows.
  - Karin asked if MCHA was taken into account. Dave said MCHA is planned to be here until 2016.
  - Dave commented on the Governor's recommendation to not pay back the state appropriation. He is in support of this recommendation because the HIV/AIDS Section has been left alone. He thinks forgiving this money will keep the program from being targeted for future cuts.
- B. Training & Outreach – Staff are working on the training agenda for the next year. The outreach agenda will also be available soon.
- C. US Conference on AIDS is requesting proposals for the next conference. It will be held in New Orleans in September. Scholarship applications are not yet open.
- D. The new Contract Manager position has posted and will be open until mid-next week.
- E. Empowering Heroes Conference – DHS is moving forward with a one day conference with a track for consumers and a track for providers. It is going to be held in spring 2014 and an RFP will be released to find a coordinator for the conference. There will also be a brainstorming conference to plan the agenda.

## VIII. Staff Update

- A. Mileage – The Part A fiscal calendar ends at the end of February and the Part B fiscal calendar ends at the end of March. If you have mileage requests please turn them in.
- B. New Member Orientation – the next new member orientation will be held on Friday, March 8<sup>th</sup> at HSB. Please RSVP to Wendi if you plan to attend.
- C. Update Contact Info – Wendi will be distributing a new contact list to all Council members in March. If any of your contact info has changed please let Wendi know.
- D. Website – Council staff will be working to update the Council website and Wendi asked for guidance on what the Council would like to see from the website.
1. How often do you use the Council website (more than once a week, once a week, at least once a month, less than once a month, I have never used the Council website)
    - 0 once a week, 11 once a month, 2 once or twice.
  2. What is most helpful to you about the website – what do you use the website for?
    - Minutes
    - Meeting schedule
    - Referral for interested people
    - Application
    - Archive reports
    - Info for writing proposals.
  3. What information on the website would you like to see continue?
    - Make it important for people. why does it matter?

4. What is least helpful to you about the website?
  - The gray
  - Put the page list on the side with information on what content is in there.
5. What information would like to see us add to the website?
  - Make it less formal – more inviting. Have pictures of people.
  - YouTube video of what the Council is and why it is important.
  - Works on smartphones.
  - Search bar.
6. Do you have examples of other websites that you would like to see us model? (open response)
  - MAP
  - New York or Pittsburgh Planning Councils

**IX. Co-Chair Update**

None

**X. Committee Reports**

The Council received a document titled ***Committee Report Summaries***

**A. Community Voice –**

- a. Community Voice & Program HH Consumer Advisory Committee had a joint meeting. The groups met to learn about what each committee does and how they can work together on activities in the future.

**B. Executive –**

- a. The committee will be writing a letter to the Board on Aging to encourage them to include HIV/AIDS in their future planning.

**C. Needs Assessment & Evaluation –**

- a. Working on the consumer satisfaction survey.

**D. Operations –**

- a. Action Item: Membership Recommendations: First and Second Terms – Shanasha made a motion to consider the slate of candidates and a second is assumed. Discussion:
  - Joan asked if there is enough spots on the Council to approval the candidates. Wendi said yes.
  - The question was called and passed unanimously with a vote of 20-0.
  - Members were asked to vote on the paper ballot and return it to Wendi. Sheila and Shanasha counted the ballots. All names on the ballot were approved for membership with a vote of either 20-1 or 21-0.
- b. Action Item: Attendance Policy – Darin made a motion to amend the bylaws with the presented attendance policy and a second is assumed. Discussion:
  - The question was called and the motion passed by majority with a vote of 19-0 with Craig abstaining.

**E. Planning & Priorities – no meeting**

**XI. Recognition**

The Council recognized David Neller, Karin Sabey, Keith Henry, Adam Fairbanks, Monica Yugu, and Makeda Norris for their time on the Planning Council.

**XII. Open Forum**

Matt Toburen is the new Public Policy person at MAP. He attended the meeting to introduce himself and encourage the work the Council has been doing. Matt is working to advocate for ACA navigators who are already working in the field of HIV so they can help clients work within the new system. He let the Council know that AIDS Action Day is April 10<sup>th</sup> and distributed flyers.

**XIII. Unfinished Business**

None.

**XIV. Announcements From the Floor**

- A. HCMC is starting two studies.
- B. QMAC is looking for consumer participation on the group.
- C. RAAN has two new staff.

**XV. Adjourn**

The meeting was adjourned at 12:01pm

**Meeting Summary:**

- Jonathan requested feedback on his comments for reauthorization prior to his attendance at the CAEAR Coalition meeting.
- Jonathan presented 2011 CAREWare data so the Council can be familiar with the types of information being entered into and the reports that can be generated from it.
- Redwan presented the Part B Rebate Forecast through 2017.

- Wendi asked the Council for input as staff work to update the website.
- Joan Carchedi and Kris Hammes were approved for a second term on the Council. Mike Behl, Scott Bilodeau, Sokun Bobson, Michele Boyer, Michael Brooks, Valentine Momo, Lesa Nelson, and Terry Tauger were approved for a first term on the Council. These terms will begin on March 1, 2013 and end on February 28, 2015.
- The new attendance policy was approved and will begin on March 1, 2013.
- The Council recognized David Neller, Karin Sabey, Keith Henry, Adam Fairbanks, Monica Yugu, and Makeda Norris for their time on the Planning Council.

**Documents Distributed Before the Meeting:**

- Agenda
- Minutes from January 8, 2013
- Committee Report Summaries
- Action Item: Membership Recommendations – First Term
- Action Item: Membership Recommendations – Second Term
- Action Item: Attendance Policy

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

- Part A Update
- Comments on Reauthorization of the Ryan White Program.
- Minnesota Part B Forecast

**WJ/tds**