

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

Council Members Present:

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|--------------------------------|--------------------------------|
| Hank Jensen (Council Co-Chair) | Kris Hammes (Council Co-Chair) |
| Michele Boyer | Valentine Momo |
| Joan Carchedi | Rob Pioli |
| Mike Behl | Debbie Gazett |
| Lesla Nelson | Al Fredrickson |
| Darin Rowles | Skye Davis |
| Scott Bilodeau | Michael Brooks |
| Andy Ansell | Winston Cavert |
| Craig Schmidt | Shanasha Whitson |
| Tom Bichanga | Bashir Hers |
| Mary Gulley | Jonatan Gudino |

Council Members Absent:

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| Sokun Bobson | Loyal Brooks |
| Ami Lazo | Terry Tauger |

Guests/Consultants:

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|--------------------|-------------------------------------|
| Karin Sabey – HCMC | Jared Erdmann – City of Minneapolis |
| Bailey - MAP | |

G-HAT:

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

Planning Council Staff:

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

I. Call to Order

Kris stated he would be presiding and called the meeting to order at 9:03am.

II. Lighting of the Candle

Hank lit the candle to start off the new grant year. He offered a reflection of all the work the Council did last year. The comp plan and prioritization happened in the same year and we were down one staff person. Kudos to Tim for keeping it all together!

III. Welcome of New Members and Introductions

Introductions were made and all of the new members were welcomed to the Council.

IV. Consideration and Approval of Proposed Agenda

The agenda was approved by unanimous consent.

V. Review and Approval of February 12, 2012 Minutes

The minutes were approved by unanimous consent.

VI. Part A, Jonathan Hanft, Hennepin County

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www.mnhivplanningcouncil.org

Jonathan distributed a document titled *Part A Update March 12, 2013*.

- A. FY 2013 Award – Part A will be getting a 5% reduction in funds based on the sequestration. The budget has not been set yet and there may be changes to how the funds can be spent.
- B. 2013 Appropriations – By March 27th Congress has to pass an appropriations bill and it has to be signed by the President in order for funding to continue for 2013.
- C. Health Insurance Exchange – State legislature has to create legislation for this exchange to be put into place.
- D. CAEAR Coalition Membership Meeting – AIDS Watch Hill Visits and Reauthorization – Jonathan attended this meeting at the end of February. Ryan White reauthorization was discussed. Jonathan was voted on as a board member representing the Midwest. He also participated in hill visits with five Congressional staff. Jonathan reviewed a document titled *RW Program Continues to Provide Critical Health Services in 2014 to Respond to Essential Needs of PLWH/A*. Two areas where the CAEAR Coalition will be requesting changes are making the 75/25% requirement more flexible or to make the waiver easier to get and allow more flexibility in having Ryan White be the payer of last resort. Questions/Comments:
 - Jared asked if Jonathan has any predictions on how the ACA will affect us. Jonathan said MN has very good publicly funded healthcare programs so it is difficult to know what the impact will be of ACA. He thinks it could affect a couple hundred people and may lower ADAP.
- E. All Provider Meeting on April 16th – You should have received a Save the Date email last week. You will receive an email with RSVP instructions in a couple of weeks. The focus will be on the treatment cascade and how quality programming can affect the cascade. The meeting will be held at Plymouth Congregational Church.

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

Dave distributed document titled *Planning Council Part B Update – March 12, 2013*.

- A. Staff Updates
 - a. Dave is starting interviews next week for the new Contract Manager.
 - b. Finalizing a temporary employee to fill in for Debbie Griffith who is on leave.
- B. In The Works
 - a. Department Of Corrections – DHS is having some training discussions at the state corrections level to train their case managers who do discharge planning and in other facilities around the state around HIV services.
- C. HRSA
 - a. Working on 340B – DHS is working on compliance and sustaining ADAP for MN. A report will be provided in August to the Council.
 - b. Sequestration – DHS is watching and waiting to see what will happen.
- D. Medical Case Management – notification will go out tomorrow about the Medical Case Management certification. There are 12 electronic training sessions and an in-person training that will replace the core training.
- E. Benefits – there is going to be a change to Medicare Part D from their current plan to an upgraded plan in the next three weeks.
- F. Trainings – see the handout for upcoming trainings.

Questions/Comments:

- Al asked about the \$2.4 million Dave announced at the last meeting that would not be paid back and if this will impact services. Dave said no, because this money has already been spent using rebate funds. He added that the state did ask to borrow additional funds and this was not approved.
- Jonathan asked if there can be time at next month's meeting to discuss how 340B works. Tim said this might be a lunch and learn session depending on the agenda.
- Kris asked if we can get a rebate report sooner than August. Dave said Gloria is planning to prepare the report for the August Council meeting.

- Karin asked if there have been conversations with the state if they will recognize the case management certification for third party payment. Dave said April is working on this and we don't know yet.
- Darin said the HIV and Social Work conference is offering the same case management training.

VIII. Staff Update

- Planning Council Partners – Tim distributed the new *Partner List*.
- Bingo – Tim asked members to sit with their partner groups and explained the bingo game. This game is intended to help Council members learn more about the communities and reflectiveness categories other Council members fill. All Bingo cards with five correct boxes in a row were put into a box and Lesa Nelson won a gift card to Caribou to buy coffee for her partner group in the drawing.
- Conflict of Interest – Tim distributed blank forms and asked members to fill them out and turn them into Wendi. Members will receive a copy of their own form for their records.
- Lighting the Candle – Tim distributed a sign-up sheet for lighting the candle at the beginning of each Council meeting. The lighting of the candle is a reminder of those who have been lost or important work that has been or is being done.
- Committee Rosters – Tim distributed the *Planning Council Roster* and *Planning Council Committee Assignments* lists for Council members to utilize.

IX. Co-Chair Update

- Ask questions if you have them!
- Kris thanked the Council for electing him to serve as Co-Chair. He is here to help the work of the Council.
- Meeting Time – Hank and Kris are going to do their best to start meetings on time.
- Hank and Kris distributed their business cards and encouraged members to call them if they have any questions.
- Hank distributed two articles on the health insurance exchange. HRSA now has a website for this and the web link will be emailed out.

Hank Jensen presided over the remainder of the meeting

X. Committee Reports

The Council received a document titled *Committee Report Summaries*

- Community Voice – no meeting
- Executive – no meeting
- Needs Assessment & Evaluation –
 - Needs Assessment Survey – currently revising the survey for the 2014 launch. A subcommittee will be convening to move through this process. Questions/Comments:
 - Shanasha asked if the survey can be emailed out after the committee has looked it over. Karin said this is how we ended up with the 1.5 hour survey last time.
 - Jared asked if we can make note on the survey when the question is cut as to why it was cut or where the information is already collected. Tim said yes.
 - Jared said the less questions in the survey the greater response we will get.
- Operations – no meeting
 - Recruitment – There are four openings on the Council to reach maximum membership. The needed positions are people of color, Medicaid, MDH/Prevention, and consumers.
 - Reflectiveness – The Council is required to have a person on the Council who has a co-morbidity with HIV and Hepatitis B or C as well as someone on the Council who has been incarcerated in the last three years. The members who fill these roles are known only to

Council staff (Tim and Wendi) and the individual member. If you fill one of these roles please get in touch with Council staff.

E. Planning & Priorities –

- a. Action Item: Committee Co-Chair Recommendations – **MOTION:** The committee made a motion to approve Andy Ansell as Planning & Priorities committee co-chair and a second is assumed. Discussion:
- Shanasha thinks he will be good.
 - Joan thanked Andy for stepping up to fill this role.
 - The question was called and was approved by unanimous consent with a vote of 19-0 with Andy abstaining.
- b. Impact of Partial Awards – The committee had discussion at their last meeting about how to do allocations with reduce funds. We already know Parts A and B are receiving their awards in two parts. Part A has already received 50% of formula and 45% of last year's MAI award and know of at least a 5% funding decrease. Part B will be receiving about 35% of last year's funds. The committee discussed keeping the same process as last year. It is important to keep in mind that if there is a funding decrease that means an overall decrease to available funds. Tim asked the Council to provide suggestions on how to reduce funds:
- Mike asked if feedback can be solicited by email. Tim said yes, and said and people have until the 4th Wednesday of this month to provide suggestions.
 - Jared asked if there are any data that the Needs Assessment committee can provide to help the Council to make reduction suggestions.
 - Darin said one of the current steps is to automatically cut funding for service areas that had underspending. He asked the committee to look at a few years of spending to make sure any underspending is a trend and not just a fluke. Tim said the grantees have provided spending information and this step has already taken place. However, Tim thinks looking at trends is a good thing to keep in mind if further cuts are required.
 - Jonatan asked if this process has happened before. Tim said the committee has tried to stay away from across the board cuts and in recent years has stayed away from simply cutting from the bottom up because that completely removes needed services.
 - Tim reviewed the current process:
 1. Look at last year's spending and reduce areas by any underspending.
 2. Meet the 75/25% split.
 3. Look at other data to make additional cuts while maintaining the 75/25 split.
 - Craig asked what the timeline is for making these cuts. Jonathan said it could be quick depending on when the award is received and how close to the next Council meeting it is.
 - Karin said the Part A grant year started on March 1st and providers are already spending funds based on flat funding. If funds are going to be reduced, the providers need to know ASAP so they can adjust their budgets and service plans.
 - Jonatan asked if new initiatives or programs will be cut first if there is a large decrease in overall funding. Tim said not necessarily. There are some initiatives that need to receive funds because of the Council's Comprehensive Plan, EIIHA, and service viability.
 - Shanasha asked Tim to remind everyone of their voting rights. Tim said Council members have voting rights on their assigned committee and at the Council. If a member attends another committee or at Executive committee they are welcome to speak but cannot vote.

- Mike asked about community membership for Council members. Tim said a Council member is welcome to become a member of a second committee either by asking Operations to assign them or to meet that committee's attendance requirements.
- Darin asked if we should come up with different plans/scenarios based on whatever happens. Tim said there has been discussion of doing that.

XI. Order Among Chaos

Tim asked the Council to provide suggestions and input on what information they need to stay on top of the work. Tim encouraged members to utilize the options currently in place:

1. Utilize Planning Council Partners – please stay connected with each other.
2. Contact Council Staff – stay in contact with Council staff.
3. Check Email/Voicemail/Text – many communications take place via email so please check email frequently. If you do not use email as your primary communication please let staff know. If you would like to be notified via text message of last minute meeting cancelations please let Wendi know.
4. Index Cards – these are available on the back table for Council members to use to communicate questions or information.

Tim reviewed the work the Council will be doing over the next few months. He distributed a document titled *Robert's Rules of Order* to remind everyone how to effectively use these rules to help Council business. Questions/Comments:

- Joan asked how to get an answer when someone is speaking and wants to wait until the end for questions. Tim said any member can make a point of order or point of clarification to get an answer before the speaker moves on to the next topic.
- Darin asked Tim to clarify the difference between voting no or abstaining from a vote. Tim said he prefers that everyone vote. He said the two instances where someone should abstain is if there is a big conflict of interest in a vote for funding or if, after extensive discussion, a member doesn't feel they have enough information to make an informed decision. Abstentions should not be used to avoid offending someone. There are some instances where abstentions can count as a vote of no – particularly when there is a 2/3 majority needed.

Tim let the Council know that they are more than welcome to discuss what is happening in the Council with their communities and stakeholders. Please be sure they understand there are not infinite funds available.

XII. Open Forum

Mesfin attended the meeting to discuss what he has been doing in the community for HIV+ African clients in MN. He has been working in the field of HIV for 20 years. He expressed concern that an African agency has been defunded and was referred to DHS' grievance policy because funding to particular agencies is not part of the Council's scope of work.

XIII. Unfinished Business

None.

XIV. Announcements From the Floor

- There is an HIV and the Body series being presented by Dr. Brian Goodroad on March 28th. RSVP is required and Hank will email the invitation to members.
- Michele said Clare Housing introduced their first bill into the legislature. Last year a law was passed that no more than 25% of people living in a housing unit can be on subsidized waivers like SSIS or a CADI waiver. The bill is a request to increase this cap and Rob Pioli was asked to speak. The bill was passed and it will be moving through the process.
- Darin said AIDS Action day is April 10th. There will be a rally in the rotunda over the lunch hour and appointments will be made so people can meet their representatives. Tim

reminded the Council that we are not allowed to advocate as a Planning Council group but individual members are welcome (and encouraged) to do personal advocacy.

XV. Adjourn

The meeting was adjourned at 11:52am.

Meeting Summary:

- Grantees, staff, and Council Co-Chairs provided updates on current activities.
- Committee co-chairs provided updates on what their committees are working on.
- Andy Ansell was elected co-chair of the Planning & Priorities Committee.
- The Planning & Priorities committee solicited feedback from Council members on how to make large funding cuts should we receive a large reduction in funding. Anyone is welcome to attend the next Planning & Priorities committee meeting to be a part of this discussion.
- The Council discussed the current ways members can stay in contact with one another and were encouraged to ask questions whenever they arise. Tim reviewed the Robert's Rules of Order and how they help support the work of the Council.

Documents Distributed Before the Meeting:

- Agenda
- Minutes from February 12, 2013
- Committee Report Summaries
- Action Item: Planning & Priorities Committee Co-Chair

Documents Distributed/Available At the Meeting:

- Part A Update – March 12, 2013
- RW Program Continues to Provide Critical Health Services in 2014 to Respond to Essential Needs of PLWH/A
- Planning Council Part B Update – March 12, 2013
- Partner List
- Planning Council Roster
- Planning Council Committee Assignments
- Robert's Rules of Order

WJ/tds