

**Minnesota HIV Services Planning Council Meeting**  
**April 8, 2014**  
**9:00am – 12:00pm**  
**Health Services Building, Room L15**  
**525 Portland Ave S, Minneapolis**  
**Minutes**

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**Council Members Present:**

Andy Ansell	Jonatan Guidino
Scott Bilodeau	Mary Gulley
Sokun Bobson	Michael Hargrave (Phone)
Michelle Boyer	Hank Jensen (Council Co-Chair)
Loyal Brooks	Dennis London
Winston Cavert	Valentine Momo
Jared Erdmann	Lesa Nelson
Al Fredrickson	Anseth Omare
Debbie Gazett (Council Co-Chair)	Craig Schmidt
Krissie Guerard	Monica Yugu

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**Council Members Absent:**

**Guests/Consultants:**

Jeanette Ayo	Jim McNamara
Terral R. Ewing	Karin Sabey
Angela Laidlaw	

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**G-HAT:**

Jonathan Hanft, Hennepin County	Thuan Tran, Hennepin County
Sheila Murphy, Hennepin County	

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**Planning Council Staff:**

Tim Sullivan	Laura Majewski (minutes)
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Quorum Present? **Yes**

**I. Call to Order**

Debbie called the meeting to order at 9:05 am.

**II. Lighting of the Candle-Hank**

Hank noted that this is national volunteer week and thanked Council members for their service.

**III. Welcome and Introductions**

Introductions were made.

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

Agenda approved by unanimous consent.

**V. Review and Approval of March 11, 2014 Minutes**

The minutes were approved by unanimous consent

**VII. Co-Chair Update-**

- Hank noted Please review the "Meeting Norms". Please remember to raise your hand before speaking. Also, please remember to use the index cards to remember any questions that cannot be addressed during the meeting
- Hank reminded everyone that the August 12<sup>th</sup> Planning Council meeting will be an all-day meeting to review the Council's Service Area priorities and consider the 2015 pre-ward allocations proposal.
- May 9<sup>th</sup> is the next orientation session for new members. All Council members are welcome to attend.
- All members with HIV were encouraged to attend the Community Voice Committee meeting scheduled for May 20, 10:00 a.m. – 1:00 p.m. An RSVP is required as lunch is being served.

**VIII. Part A Report-**Jonathan Hanft, Hennepin County

- We did not get our grant award that we were expecting. The budget numbers have not yet been processed.
- Jonathan reviewed legislation proposed by Congresswoman Ellmers (R-NC) that would ensure that Ryan White funding distribution is evidence-based and that the money targets effective interventions. In addition, the legislation includes a plan to keep each state's funds per HIV/AIDS patient from varying by more than five percent from any other state. It is Jonathan's recommendation that we do not support this change.
- A new administrative assistant has been hired and will be starting within the month.
- Hennepin County Public Health Department is one of the first public health departments in the nation to be nationally accredited by the Public Health Accreditation Board (PHAB).

**IX. Part B Report-**

- No Update

**X. Prevention Update –**Krissie Guerard-

- There will be two data releases on Wednesday, April 16<sup>th</sup> (STD) and Wednesday April 30<sup>th</sup> (HIV/AIDS).
- TB has now joined the unit. Interviews for a unit supervisor will start within the next few weeks.

**XI. Staff Update-**Tim Sullivan

- Please sign the thank you card for Toby.
- A conflict of interest statement will be sent around. Please list any conflicts you may have and sign by the end of the meeting.
- Orientation is scheduled for May 9<sup>th</sup>. It is a time to refresh and continue your education. Please let us know if you plan to attend the meeting.
- Tim announced that yesterday he resigned from the MN HIV Service Planning Council. He has received a promotional opportunity within Hennepin County.

Hank announced that we have 100% attendance today and congratulated the membership on a job well done!

**BREAK**

**XII. Committee Reports**

- Community Voice
  - Next Meeting: May 20, 2014 10:00 – 1:00 – Room HSB 110. Please attend if you are HIV Positive. RSVPs are required.
- Executive-
  - ACTION ITEM: Planning Council and Part A Memorandum of Understanding. Please see handout for details.
  - MOTION: The Executive Committee moved the passage of the amended MOU between the Council and Hennepin County. The motion passed unanimously (19-0).
- Needs Assessment and Evaluation – Jared reviewed the needs assessment technical assistance verbal report.
- Operations –
  - ACTION ITEM: Grievance Committee Membership Recommendation. MOTION: The committee recommended Al Fredrickson, Mary Gulley and Lesa Nelson to serve on the Grievance Committee. The vote was unanimous (19-0).
  - ACTION ITEM: Planning Council Co-Chair Recommendation. MOTION: The committee recommended Hank Jensen be elected to serve as Planning Council Co-Chair. The vote was unanimous (19-0).
  - ACTION ITEM: Membership Recommendations. MOTION: The committee recommended that the following individuals be elected to serve a two-year term effective immediately and ending February 29, 2016:

Michael Behl  
Jonah Bridger  
Michael Brooks  
Bielca Guevara

Keith Henry  
Joe Larson  
Lucie Makena  
Joseph Smith, Jr.

Comments/Discussion: Jonatan knows of two youths that are interested in membership. Tim informed the committee to submit applications as the committee will review periodically.

A ballot with a statement from each candidate was distributed to the committee. All eight members were voted into the committee.  
The motion passed unanimously (19-0).

- Planning and Priorities
  - ACTION ITEM: 2014 Guiding Values for the Prioritization/Allocations Processes. Please see handouts for details.
  - MOTION: The committee recommended the adoption of the 2014 Guiding Values as presented. The motion passed unanimously (19-0).
  - ACTION ITEM: Service Areas and Definitions for 2014 Prioritization Process. Please see handouts for details.
  - MOTION: The committee recommended the adoption of the 21 service areas presented for prioritization in 2014. The motion passed unanimously (19-0).

### **XIII. Prioritization and Allocation Process**

- Tim reviewed the Biennial Prioritization and Allocation Process.  
Prioritization:
  - Establish priorities for the allocation of funds within the service area.Allocation:
  - Allocation of monetary resources to each prioritized service area.June 2014
  - Presentation of Service Area Review Summaries for all Support Services to be Prioritized
  - Electronic distribution of Support Services Paired Comparison Analysis instrument
  - Completion and Electronic submission of Support Services Paired Comparison Analysis instrument.July 2014
  - Presentation of Service Area Review Summaries for all Core Medical Services to be Prioritized
  - Electronic distribution of Core Medical Services Paired Comparison Analysis instrument
  - Completion and Electronic submission of Core Medical Services Paired Comparison Analysis instrument.August 2014
  - Presentation, review, and ratification of Support and Core Medical Service Priorities and consideration of the pre-award allocations proposal.- Tim reviewed the handout packet which contained examples of a Service Area Review Summary (SARS), Aggregate Prioritization Rankings (2012), and the Paired Comparison Analysis Instrument.
- Finally, Tim asked, "As we present the Service Area Summaries, what will help you to receive the data, understand the data, and use the data? Please take some time to think about the best way to share this data in an understandable way. Please send your feedback to Tim or the other co-chairs.

### **XIV. Open Forum**

None

### **XV. Recognition/Announcements from the Floor**

- Dining Out for Life will be held on April 25<sup>th</sup>. Make reservations as it is very popular.
- Karen spoke about the Woman's Group for education and support. She will send out information on classes to the committee.
- Please submit any expense and mileage forms ASAP.

## **XVI. Adjourn**

The meeting was adjourned at 10:26 a.m.

### **Meeting Summary**

- The Council approved the recommended update to the MOU between the Council and Hennepin County.
- The Council approved the Grievance Committee membership recommendations.
- The Council approved Hank Jensen to serve another term as Council Co-Chair.
- The Council approved nine new members.
- The Council approved the recommended service areas and definitions for prioritization in 2014.
- The Council approved the guiding values for the 2014 prioritization and allocations processes.

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

- Agenda
- Minutes from March 11, 2014
- Part A Update
- Action Item: Part A Memorandum of Understanding
- Action Item: Grievance Committee Member Recommendation
- Action Item: Planning Council Co-Chair Recommendation
- Action Item: Planning Council Membership Recommendation
- Action Item: 2014 Guiding Values for the Prioritization and Allocation Processes
- Action Item: Service Areas and Definition to Prioritization 2014

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

- Service Area Review Summary example
- Paired Comparison Analysis Instrument example
- Prioritization Rankings example
- STD/HIV/TB Section Organizational Chart

**LM/tds**