

**Minnesota HIV Services Planning Council Meeting**  
**August 13, 2013**  
**9:00am – 12:00noon**  
**Health Services Building, Room L15**  
**525 Portland Ave S, Minneapolis**  
**Minutes**

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**Council Members Present:**

Debbie Gazett	Lesa Nelson
Michele Boyer	Al Fredrickson
Mary Gulley	Scott Bilodeau
Darin Rowles	Skye Davis
Andy Ansell	Carol Backstrom
Kris Hammes (Council Co-Chair)	Jonatan Gudino
Joan Carchedi – via phone	Hank Jensen (Council Co-Chair)
Loyal Brooks	Michael Brooks
Valentine Momo	Winston Cavert

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**Council Members Absent:**

Michael Hargrave	Sokun Bobson
Bashir Hers	Craig Schmidt
Shanasha Whitson	Tom Bichanga

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**Guests/Consultants:**

Karin Sabey – HCMC (NA community member)	Justin Wooley
Brenda Jackson - MUL	Jared Erdmann – City of Mpls (NA community member)

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**G-HAT:**

Kip Alms - Hennepin County	Sheila Murphy - Hennepin County
Thuan Tran – Hennepin County	Dave Rompa – DHS
Sandy Triemert – DHS	Nick Metcalf – DHS

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**Planning Council Staff:**

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 9:07am.

**II. Lighting of the Candle**

Andy lit the candle for Rob Pioli who has resigned as a Planning Council member due to health issues. We honor his contribution to the Council over the years and hope his health improves.

**III. Welcome and Introductions**

Introductions were made.

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

The agenda was approved by unanimous consent.

**V. Review and Approval of July 9, 2013 Minutes**

The minutes were approved by unanimous consent.

**VI. Co-Chair Update**

A. Attendance – Hank expressed his concern that the attendance at today's meeting so far is low. There have been troubles with getting meetings started on time due to members not being at meetings on time.

- B. Part A, Part B, and MDH have started discussions about the possibility of integrated prevention and service planning. This discussion is in the very preliminary stages and will be put on hold until October while all parties do more research. If there are questions about this process please contact Council Co-Chairs or staff. Questions/Comments:
  - Al asked if the CCCHAP has activities aside from priorities. Dave said CCCHAP prioritizes populations where funding should be going but they do not allocate any funds to those services.
  - Karin asked that an unaligned consumer be added to this planning group to get another perspective.
- C. Hank and Kris attended a prevention planning leadership meeting the other week. There were representatives from ten moderate incidence states. Members of the MN prevention and care integration planning group had lunch with the trainer to get advice on how to move forward with integrated prevention and care planning. Questions/Comments:
  - Dave said this training was not a joint effort between CDC and HRSA and was a CDC led training with HRSA being invited to participate.
- D. HIV and Board on Aging – Kris will have the letter ready for the Council to review soon. He has been working on a letter to the Governor and the Board on Aging to encourage them to include HIV in their planning strategies.

**VII. Part A, Jonathan Hanft, Hennepin County**

Jonathan distributed a document titled *Part A Update August 13, 2013*.

- A. The 2012 Condition of Award reports were submitted in July.
- B. The 2013 MAI Annual Plan is due in August.
- C. Pathways to coverage with full implementation of the ACA – Jonathan distributed a document titled *Figure 3: Pathways to Coverage for People with HIV*. This will be fully implemented as of January 1, 2014. Questions/Comments:
  - Carol said MN will continue MNCare which will cover people up to 200% FPG. MN is working very hard to make sure the systems are in place, and work, by October 1<sup>st</sup>.
- D. Additional Information – see handout for links.

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

Dave distributed a document titled *Part B Report 8/13/13*

- A. Report from NASTAD Annual TA Meeting – MN will be one of only three states that will be buying insurance for undocumented clients not eligible for insurance under the ACA.
- B. State Audit – The Disability Services Division will be audited soon. The intent of the audit is to learn how each unit does their work and how they run their programs.
- C. Information on the ACA: Part B Approach – see the back side of the *Part B Report 8/13/13* handout for information.
- D. Part B Supplemental Grant Award – The supplemental application for Part B has been written. Dave hopes to hear how much funding MN will receive in late September or early October.
- E. Upcoming Events – see the *Part B Report 8/13/13* handout for meetings and dates.

**IX. Staff Update**

- A. There are documents about services and how the ACA will impact Ryan White funding in the back for members to review. Staff will try to keep members updated as information like this is released. Please contact Tim if you have any questions about the information.

**X. Committee Reports**

The Council received a document titled *Committee Report Summaries*

- A. Community Voice –
    - a. The committee was recently invited to attend a meeting to review the MCM standards update.
    - b. The next quarterly meeting will be held October 15. All positive individuals are encouraged and welcome to attend. The focus of the meeting will be the prioritization and allocations process.
- Questions/Comments:

- Hank said there was discussion about what a ‘consumer’ is defined as. Tim clarified it is someone who uses, has used, or may use Ryan White funds in the future. This means any HIV positive person can be considered a consumer.
- B. Executive – no verbal update.
- C. Needs Assessment & Evaluation –
  - a. Committee Co-Chair – The committee forwarded Craig Schmidt to serve as a co-chair along with Jared and Karin who are both community members. The bylaws stipulate that one co-chair needs to be a full member of the Council. **MOTION:** The committee made a motion to approve Craig as a co-chair of the committee and a second is assumed. Questions/Comments:
    - Tim let the Council know that the committee will only have up to two votes at the Executive committee even if all three co-chairs attend.
    - The motion passed 15-0.
- D. Operations – The committee had further discussion about the attendance to clarify what constitutes a meeting and how canceled meetings impact attendance. Any clarifications on the intent of the policy will be done as part of the overall bylaws update and approval.
- E. Planning & Priorities –
  - a. Continuum of Prevention and Care (COPC) – The committee was asked to figure out how the Council would like to be involved in the updating of the plan. This is a joint document between prevention and care and has not been updated since 2003. Because of the early discussions to combine planning efforts for prevention and care the committee thinks this would be a good starting document for the groups.
  - b. Service Specific Standards – The grantees have been working on standards for certain services. HRSA has asked that the Council become more involved in the development of standards and wants service specific standards to all funded services. Questions/comments:
    - Jonathan thinks it makes most sense to discuss standards in the committee meetings and experts on the service being discussed will be invited to the meeting to provide input.
    - Dave reminded the Council that there is a Part A project officer and a different Part B project officer. He clarified that the request for service specific standards is coming from the Part A project officer.
    - Karin also reminded the Council that there are Part C and Part D project officers in the state as well. She would like these grantees at the table for this process as well.

## **XI. Assessment of the Administrative Mechanism**

Tim presented information on the history and process for filling out the assessment of the administrative mechanism. The assessment of the grantees is filled out each year for Part A prior to their grant application submission and is an evaluation of how effectively the Part A grantee follows the Council's plan. Since Part A is mandated to have a planning body this assessment is required. Because the Planning Council is advisory to Part B this assessment is not required but is filled out to make things clear.

Unlike past years this document will be filled out in person during today's meeting rather than filling out a form and submitting it to Council staff. Questions/Comments:

- Kris asked where the questions in the assessment come from. Tim said the questions are developed and updated each year by the Needs Assessment committee.
- Al asked if the Needs Assessment committee looks at the grantee response and comments prior to it being sent to the Council. Tim said they do not.
- Hank asked how the Council knows what the Needs Assessment's opinion is regarding the information. Karin said the Council would not know how the committee feels because it is not the committee's purview to do the evaluation. Hank also asked why we are even doing the assessment since so much time has elapsed. It was originally due in January 2013. Karin responded that the grantee was given the option to forego the assessment, combine it with the 2012 assessment which will be completed in January 2014, or proceed with the assessment. Dave chose to proceed and the committee complied with his request.
- Dave said if there is more detailed information that would be helpful to the full Council that can be provided.

**XII. Part B Assessment of the Administrative Mechanism**

The Part B grantee FY2011 evaluation was not done and this is the evaluation that is being done today. Next month the Part A FY2012 evaluation will be conducted and the FY2012 Part B evaluation will be done in early 2014.

All Council members received a response clicker and were asked to vote electronically on whether each objective was met or not met. All objectives were considered met by majority vote of the full Council.

**XIII. Open Forum**

None

**XIV. Announcements From the Floor**

None

**XV. Adjourn**

The meeting was adjourned at 11:12am.

**Meeting Summary:**

- Craig Schmidt was appointed as a third co-chair of the Needs Assessment Committee.
- The Council reviewed the assessment of the administrative mechanism process prior to conducting an evaluation of the Part B grantee for FY2011.

**Documents Distributed Before the Meeting:**

- Agenda
- Minutes from July 9, 2013
- Committee Report Summaries
- Action Item: Committee Co-Chair

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

- Part A Update August 13, 2013
- Figure 3: Pathways to Coverage for People with HIV
- Part B report 8/13/13

**WJ/tds**