

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

Council Members Present:

Hank Jensen (Council Co-Chair)	Andy Ansell
Mary Gulley	Lesa Nelson
Michael Hargrave	Al Fredrickson
Darin Rowles	Tom Bichanga
Loyal Brooks	Debbie Gazett
Jonatan Gudino	Scott Bilodeau
Sokun Bobson	Winston Cavert
Valentine Momo	Shanasha Whitson
Joan Charchedi	

Council Members Absent:

Carol Backstrom	Michele Boyer
Michael Brooks	Skye Davis
Kris Hammes	Bashir Hers
Craig Schmidt	

Guests/Consultants:

Karin Sabey – HCMC (NA Co-Chair)	Ephraim Olani - SAYFSM
Jared Erdmann – City of Mpls (NA Co-Chair)	

G-HAT:

Dave Rompa – DHS	Jonathan Hanft - Hennepin County
Gloria Smith – DHS	

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 9:02am.

II. Welcome and Introductions

Introductions were made.

III. Consideration and Approval of Proposed Agenda

Hank stated that the expenditure report item was moved to the October meeting. The agenda, with change, was approved by unanimous consent.

IV. Review and Approval of August 13, 2013 Minutes

The minutes were approved by unanimous consent.

V. Co-Chair Update

- A. Darin made an announcement that MAP is looking for a new group of HIV positive consumers to be part of the Positive Leaders program. Materials to sign up were put on the back table and interested people can get in touch with Matt T. at MAP. Questions/Comments:
- Al asked if there is a time commitment. Dave said it is a year commitment with other events and longer term involvement possible if participants are interested.
 - Dave asked if this program is open to Greater MN clients. Darin will look into it and get back to the Council.

- B. Get Well Card – Michael Hargrave passed around a card for Mike Behl's mother who is not well.

VI. Part A, Jonathan Hanft, Hennepin County

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

- A. Conditions of Award and Reports Submitted in August – see the handout for a list of documents.
- B. Conditions of Award and Reports due in September – see the handout for a list of documents.
- C. The Part A application is due October 9th.

VII. Part B Update, Dave Rompa, DHS

Dave distributed a document titled *Part B Report 9/10/13*

- A. Staffing – DHS is looking to fill several positions at DHS.
- B. ACA Activities – see the handout for events taking place around ACA.
- C. Medicare Part D – DHS is working to pick plans and they will be announced by October 15th.
Questions/Comments:
 - Winston asked what is driving the increased cost for Part D plans. Dave said the last increase was in 2005 and this has been an anticipated move.
- D. RSR/ADR/MAI Report Training – Two DHS staff attended a training in Washington.
- E. Reports Submitted – see the handout for a list of reports submitted.
- F. Upcoming Meetings – see the handout for upcoming events.

VIII. Staff Update

- A. Email – Hennepin County has upgraded its email program to Outlook today and there have been some issues with the migration. If you sent an email to Council staff, but have not received a reply, please check in.
- B. Expenditure Report – there is a blank expenditure report on the back table. Please take a look at it in preparation for next month's discussion.

IX. Committee Reports

The Council received a document titled *Committee Report Summaries*

- A. Community Voice – The next meeting will be October 15th. The meeting will focus on consumer involvement in the prioritization and allocation processes. In addition, the committee will elect co-chairs and discuss meeting dates, locations and themes for upcoming meetings.
- B. Executive – no verbal update.
- C. Needs Assessment & Evaluation – no meeting
- D. Operations –
 - a. Action Item: Membership Recommendation – **MOTION:** The committee made a motion to approve Monica Yugu for Council membership and second is assumed. Paper ballots were distributed. Monica was approved unanimously with a vote of 14-0.
 - b. Action Item: Committee Co-Chair – **MOTION:** The committee made a motion to approve Scott Bilodeau for Operations committee co-chair and a second is assumed. The motion passed unanimously with a vote of 14-0.
 - c. Action Item: Grievance Committee Membership – **MOTION:** The committee made a motion to approve Al Fredrickson, Debbie Gazett, and Shanasha Whitson to serve as members of the Grievance committee and a second is assumed. The motion passed unanimously with a vote of 14-0.
 - d. Attendance Policy – The committee has temporarily suspended the consecutive absence policy until further clarification can be made and included in the overall bylaws update. Questions/Comments:
 - Darin said when this policy was instituted the committee spent time looking at past attendance to make sure that whatever the policy was would not result in the removal of a number of consumers. After realizing the impact to consumers under the current consecutive absence policy the committee did not want to enforce it.
 - Andy and Al expressed concern that the attendance policy is being suspended and changed again. They both asked if there needs to be a formal vote from the Council.

- Tim said the committee decided not to enforce the consecutive absence portion of the bylaws until clarification of the policy had been achieved.
- Hank said the policy was suspended due to Council staff's interpretation of the policy and not because the committee had an issue with it. He stated he was not present at the last Operations committee meeting for this discussion.
- The Council had a discussion about the current policy, alternatives to the policy, and asked what issues remain.
- Tim said the committee suspended it because it does not speak to how attendance is tracked at rescheduled or specially called meetings.
- Andy made a motion to clarify the current attendance policy that rescheduled meetings will count in favor of a member and an absence at a rescheduled meeting does not count against attendance. Al seconded the motion. Discussion:
 - Andy amended his original motion to include a moratorium be put in place to not discuss attendance at the Council level for six months. Al accepted the amendment.
 - The motion, with amendment, passed unanimously with a vote of 15-0.

E. Planning & Priorities –

- a. Action Item: Committee Co-Chair – **MOTION:** The committee recommended Michael Hargrave as co-chair for the committee and a second is assumed. The motion passed unanimously with a vote of 15-0.
- b. Standards of Care Review/Development/Revision Process – The committee discussed and created a process for reviewing and developing service specific standards. Andy referenced two documents titled *Ryan White Service Standards Development Schedule* and *Process for Developing Ryan White Service Standards of Care*. There is no action the Council needs to take and is an FYI on the process. Questions/Comments:
 - Karin asked that other grantees be involved beginning at step 1 and not step 4. She thinks it is important for other Ryan White grantees be treated as grantees (like Parts A and B) rather than service providers.
 - Winston thinks this process can be a lot simpler and faster than presented. Tim said there are minimal universal standards for all services. Part of the HRSA site visit report required the Council to be more involved in the development process.

X. Expenditure Reports: What Do All of Those Rows, Columns, and Numbers Really Mean?

This item was tabled to the October meeting because Hank said he did not receive information with enough time to prepare.

XI. Part A Assessment of the Administrative Mechanism (2012)

Tim distributed a document titled *Assessment of the Administrative Mechanism – Evaluation of the Part A Grantee – FY2012*. This form is being filled out on paper this month because staff had technical issues with the email upgrade and could not get the clicker system to work.

XII. Open Forum

- A. Joan is interested in serving on the MNSure Consumer Committee Board. She presented a letter to the Council and asked that they sign it as a letter of support for this position. She will work to help clients navigate the system to get them the best care they can access. The letter is due on Friday. **MOTION:** Andy made a motion to support Joan's letter and Shanasha seconded the motion. The motion passed unanimously with a vote of 16-0.
- B. MAP – Vanessa, Lauren, and Amy attended the meeting to discuss the new MNSure grant that has been awarded to MAP. A grant was written to help clients get enrolled in MNSure and to become educated on how the program works. Questions/Comments:
 - Jonathan said MNSure opens October 1st. It is very exciting that there are additional outreach and benefits counseling assistance available for the HIV community.
 - Tim said there has been a lot of conversation about the agencies that received this funding and that there was not a dedicated African American agency receiving funding. Tim clarified that any agency is eligible to receive a referral bonus for signing people up.

XIII. Announcements From the Floor

- Shanasha announced that the Circle of Love group is still meeting. If you have clients interested in attending, have them contact the Minneapolis Urban League.
- Andy said the MCHA dinners are for clients who are already set up on MCHA. There are 336 clients on MCHA that will be making the transition to other insurance programs.
- Hank announced that Brian Goodroad is doing a talk on HIV and aging at Clare Housing. Contact HCMC for more information about the event.

XIV. Adjourn

The meeting was adjourned at 11:16am.

Meeting Summary:

- Monica Yugu was appointed as a member of the Planning Council.
- Scott Bilodeau was appointed as Operations committee co-chair.
- Al Fredrickson, Shanasha Whitson, and Debbie Gazett were appointed as members of the Grievance committee.
- The Council clarified the attendance policy to include language that attendance at rescheduled meetings will count in favor of a member and an absence at a rescheduled meeting does not count against attendance. A moratorium was put in place that attendance not be discussed at the Council level for at least six months.
- Michael Hargrave was appointed as Planning & Priorities committee co-chair.
- Council members received a form to fill out to evaluate the Part A grantee in carrying out the Council's work in 2012.
- The Council endorsed a letter of support for Joan Carchedi to serve on the MNSure Consumer Committee Board.
- Vanessa, Lauren, and Amy from MAP attended the meeting to discuss the new MNSure grant that will provide extra assistance to PLWH/A.

Documents Distributed Before the Meeting:

- Agenda
- Minutes from July 9, 2013
- Committee Report Summaries
- Action Item: Membership Recommendation
- Action Item: Operations Committee Co-Chair
- Action Item: Grievance Committee Members
- Action Item: Planning & Priorities Committee Co-Chair
- Ryan White Service Standards Development Schedule
- Process for Developing Ryan White Service Standards of Care
- Assessment of the Administrative Mechanism – Evaluation of the Part A Grantee – FY2012

Documents Distributed/Available At the Meeting:

- Part A Update September 10, 2013
- Part B Report 9/10/13

WJ/tds