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| **Executive Committee Members Present:** |  |
| Cree Gordon (Council Co-chair) | Megan Mueller (Disparities Elimination) |
| Calvin H. Hylton (Membership & Training) | Lesa Nelson (Needs Assessment & Evaluation) |
| Stephen Jensen (Membership & Training | McKinzie Woelfel (Council Co-chair) |
| Teresa Jones (Disparities Elimination) | Tyrie Stanley (Planning and Allocations) |
| Larry McPherson (Council Co-chair) | Jo Ann Vertetis (Community Voices) |
| **Executive Committee Members Absent** |  |
| Alissa Fountain (Needs Assessment & Evaluation) | James McMurray (Community Voices) |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| None | Amy Miller |
| **MDH (Prevention) Representative:** | **MCHACP Parliamentarian:** |
| Jose Ramirez | Pat Reymann, Parliamentarian |
| **MCHACP Staff:** |  |
| Richard Puella, Administrative Specialist (minutes) | Carissa Weisdorf, Council coordinator |

Quorum Present? **Yes**

1. **Welcome and introductions:**

* Larry McPherson called the meeting to order at 1:02 p.m. and introductions were made.

1. **Review, approval of past meeting minutes and proposed agenda**

* There were no objections to the proposed agenda.
  + Carissa Weisdorf noted that she will be stepping off the call early and requested the council staff update take place after the council co-chair update.
  + Hearing no objection, the amendment was made.
* The minutes were approved by unanimous consent.

1. **Council co-chair update**
   * Larry McPherson provided the update and reported the following:
     + The hard topics discussion will be added to the council agenda every other month which will extend the council meeting by an additional 30 minutes.
2. **Council staff update and review council meeting agenda**

* Carissa Weisdorf and Richard Puella provided the update and noted the following:
  + Raymel Givens has been removed from the council due to attendance.
  + Antony Stately has resigned from the council due to the demand on his time professionally.
  + Additional facilitation training for the Executive Committee will be tentatively scheduled for October and more information will follow.
  + The post meeting evaluation results for the August council meeting was shared with the committee.
  + The Assessment of the Administrative Mechanism has closed and 21 of 22 members completed the survey. The results will be shared with the council at the October meeting.
  + With regards to the post meeting evaluation, Stephen asked what the Executive Committee can do to help yield more responses.
    - Carissa suggested that the Executive Committee can encourage everyone to take the post meeting evaluation during the committee reports portion of the agenda.
    - Stephen noted that each co-chair should bring this up at their committee.
  + The committee reviewed the council meeting agenda.
    - * Carissa noted that the HealthHIV team suggested providing time for members to chat informally at the start of council meetings to improve member engagement. Some ideas they had were discussing current events at the beginning, member spotlights, or using word clouds. Carissa asked the committee if they would like to do a word cloud activity for September council meeting as an ice breaker.
      * Tyrie Stanley felt that having introductions in the beginning is valuable and should continue instead of only the getting to know you breakout sessions.
      * Cree noted that they were fine with either one but noted that there is not enough time this month to do both. They mentioned that the purpose of the suggestions was to try other ways to get to know one another.
      * Larry McPherson suggested that this be brought to the council for a vote.
      * As a compromise, Calvin Hylton suggested to continue the breakout rooms but formalize the breakout rooms and have everyone in their room go around and introduce themselves.
      * Tyrie asked why couldn’t both introductions and breakout rooms be done. He noted he enjoys the breakout rooms but likes to get a sense of how everyone is doing.
      * McKinzie Woelfel noted that the breakout rooms have had a lot of positive feedback and would like to continue them. She suggested shortening the questions asked in the breakout rooms to allow more time for introductions.
      * Larry asked Pat Reymann if the committee needs to make a motion to forward this to the council.
        + Pat noted that the Executive Committee has discretion when setting up the agenda. If the committee would like to have introductions a specific way, then it should be put into the agenda. If a council member wants to question it or object they can do so at the approval of the agenda.
        + Larry expressed his concern with time and noted that introductions would have to be done quickly and only allow everyone to say their names and move on so that there is adequate time for breakout rooms.
        + Cree mentioned that trying to do both may be a challenge so that the meeting stays on track with the agenda.
        + Larry noted that to be fair, he suggested that the committee should vote on this.

Pat suggested that Larry ask the committee for a motion.

Larry asked if anyone would like to make a motion regarding introductions.

**MOTION**: Tyrie moved to include time for introductions followed by a breakout room with only two questions. The motion was not seconded and did not move forward.

**MOTION**: Stephen moved to only do introductions and not the breakout rooms. The motion was seconded by Lesa Nelson. Debate: Tyrie felt that there is adequate time to do both introductions and breakout rooms and members have said that they don’t feel engaged. McKinzie agreed with Tyrie and noted that taking the small groups away would be going against the HealthHIV recommendations around engagement. **VOTE:** The motion carries with only one vote against the motion.

Cree and Larry will be facilitating the first Hard Topics conversation next week, and the council meeting will be extended an extra half hour to accommodate.

Stephen suggested to have the recipient reports also provided in writing so they would not have to give a verbal report.

Carissa mentioned that this has been attempted in the past, but the reports have not always been submitted in time to council staff to get them out early with the rest of the materials. Carissa will reach out to the recipients and determine if that is something they can have submitted one week ahead of time.

Jose noted he did not need the full 30 minutes allotted for the prevention update.

With that, Carissa asked if the committee would like to keep the agenda as presented or would folks like to do breakout rooms since there is now additional time on the agenda.

Larry and Stephen would like to do breakout rooms since we have more time on the agenda.

Pat reminded everyone that the committee just approved a motion to have only introductions. She noted that it is possible to reconsider or amend the previous motion.

**MOTION**: Stephen moved to rescind his previous motion regarding introductions. The motion was seconded by McKinzie Woelfel. No debate. **VOTE:** The motion carried unanimously, and the previous motion has been rescinded.

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| Roll Call | Aye/No |
| Calvin Hylton | Yes |
| Stephen Jensen | Yes |
| Teresa Jones | Yes |
| Megan Mueller | Yes |
| Lesa Nelson | Yes |
| Tyrie Stanley | Yes |
| McKinzie Woelfel | Yes |

* Calvin mentioned that the committee needs to formally vote to reintroduce and reinstate the breakout rooms and introductions.
  + **MOTION:** Calvin moved to reinstate the introductions and breakout rooms session to the council agenda. The motion was seconded by Stephen Jensen. No debate. **VOTE:** With no oppositions the motion carries.

1. **Committee Reports** 
   * **Membership and Training Committee:**
     + Stephen Jensen provided the update and noted the following:
       - The committee held on interview last month and has added the candidate to the membership consideration slate for October.
       - Reviewed interview questions and revised several questions.
       - The committee is still reviewing the membership selection document which will be shared with the Executive Committee and the council next month.
   * **Needs Assessment and Evaluation Committee**
     + No update
   * **Planning and Allocations Committee**
     + No update
   * **Disparities Elimination Committee**
     + Megan noted that Mariah Wilberg provided an END HIV MN update.
     + The committee discussed what role DEC can play in providing input into the update of END HIV MN adjusted their workplan to review the goals.
   * **Community Voices Committee**
     + No update
2. **Recipient Reports:**
   * **Part A: Jonathan Hanft reported on the following:** 
     + Carissa provided an update on behalf of Jonathan.
     + Part A has submitted the carry over request.
     + The team is working on the grant application which will be submitted October 1, 2021.
   * **Part B:** 
     + Amy Miller noted that Thomas Blissett will be providing updates at next week’s council meeting and will touch on the following:
       - Staff updates
       - Grant Administration and contract updates
       - COVID waiver and Program HH.
   * **Prevention:** 
     + The Prevention was provided by Jose Ramirez and noted the following:
       - 6 false positives were reported with INSTI tests that grantees have been reporting; further research and follow up with Biolytical around false positive concerns.
       - Recent quarterly report indicate that testing has increased with most grantees on track to reaching targeted testing goals this year.
       - There will be an HIV Testing training on October 12th, 19th, and 26th 2021 and those who would like to attend can register at <https://www.health.state.mn.us/diseases/hiv/partners/training.html>.
3. **Discuss HealthHIV assessment report:** 
   * Members were placed into a breakout room for 20 minutes to discuss the results of HealthHIV assessment. Members were asked to report back on what their groups discussed.
   * McKinzie mentioned that her group had worked their way through the document and noted the following:
     + Many of the highlighted recommendations have already been addressed, for example facilitation and engaging people in meetings.
     + Seems to be a disconnect with the purpose of MCHACP and its role.
     + The group suggested highlighting a specific piece of council work and create a trail of what happens from the start to the result. For example, a vote on an allocations item (step A) and create a story based narrative of the vote as it moves along to step Z which is work that is done in the community based off of that vote.
   * Stephen agreed with McKinzie and mentioned that his group noted that the council doesn’t talk about its successes.
     + He noted that results of surveys and changes made because of surveys don’t come back to the council to be highlighted.
     + When discussing committees, to be more in-depth about what the committees actually do to help the new members better understand the work of the council and its committees.
     + The group also felt that when using acronyms to also include in parenthesis next to what the acronyms means in all documents used by the council.
   * Calvin suggested that more questions should have been asked around, “why members are so dissatisfied”.
4. **Unfinished Business/New Business:**
   * No unfinished or new business was discussed.
5. **Announcements:** 
   * Larry took a moment to thank Jessie Saavedra for coming out to the community cookout in Saint Paul and conducing HIV testing.
6. **Adjourn:**
   * Meeting adjourned at 2:33 p.m.

**Meeting Summary:**

* Heard reports from each standing committee, council co-chair, recipients, and council staff.
* The committee agreed to include introductions and breakout rooms session at the council meeting.
* The committee discussed the results of the HealthHIV Assessment Report.

**Documents Distributed for the Meeting:**

* Proposed September 7, 2021 agenda
* August 3, 2021 meeting minutes
* Minnesota MCHACP HIV Planning Assessment Report

**Documents Displayed at the Meeting:**

* Draft council meeting agenda

RP/cw