**Minnesota Council for HIV/AIDS Care and Prevention**

**Executive Committee**

**Tuesday, January 3, 2023**

**1:00 – 3:00 p.m.**

**Microsoft Teams Meeting**

**Meeting Minutes**

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| **Committee Members Present:** |  |
| Joe Amrhein (Needs Assessment and Evaluation) | Jay Orne (Disparities Elimination) |
| Danielle Brantley (Community Voices) | Sarah Schiele (Disparities Elimination) |
| Larry McPherson (Planning and Allocation) | Tyrie Stanley (Council Co-Chair, Planning and Allocation) |
| Lesa Nelson (Council Co-Chair) | McKinzie Woelfel (Council Co-Chair) |
| Julian Hines (Needs Assessment and Evaluation) | James McMurray (Membership and Training) |
| **Committee Members Absent:** |  |
| Calvin Hillary Hylton (Membership and Training) | Jo Ann Vertetis (Community Voices) |
| **Guests:** |  |
| Thomas Blissett, DHS | Carissa Weisdorf, Hennepin County |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| Jonathan Hanft | Amy Miller |
| **MDH (Prevention) Representative:** | **MCHACP Parliamentarian:** |
| Peggy Darrett-Brewer, MDH | Pat Reymann, Parliamentarian |
| **Council Staff:** |  |
| Audra Gaikowski, Council Coordinator | Christine Ashley-Norberg (minutes) |

Quorum Present? **Yes**

1. **Welcome and introductions:** McKinzie Woelfel called the meeting to order at 1:00 p.m. Introductions were made.
2. **Review and approval of proposed agenda and past meeting minutes**
* The agenda was displayed and approved as printed.
* The minutes from the December 6, 2022, meeting were displayed and approved as printed.
1. **Council co-chair update**: Tyrie Stanley, co-chair provided the update.
* There is a new Part A project officer.
* The Planning and Allocations Committee did not meet this month, so Council Co-chairs signed off on the FY 2022 Part A Estimated Unobligated Balance Report and Estimated Carryover Request that was due to HRSA by December 31.
1. **Committee Reports**

## **A. Planning and Allocations Committee:** There are no updates.

**B. Membership and Training Committee**

* Calvin Hillary Hylton shared that the committee reviewed new applications and will hold two additional interviews this month. The committee encourages everyone to let people know about the openings.

**C. Needs Assessment and Evaluation Committee:** There are no updates.

**D. Disparities Elimination Committee**

* Jay Orne shared that DEC is planning for a community forum/focus group on mental health services.

**E. Community Voices Committee:** There were no updates.

1. **Recipient Reports**

**Part A:** Jonathan Hanftprovided the report from Part A.

* To get approval for carryover of unspent funds from this year into next year, an estimate of underspending report was submitted to HRSA. The underspending amount is projected to be just under $400,000, partially due to underspending of the administration and quality management funds. The final fiscal year 2022 expenditures will be known by the end of June 2023.
* To minimize under spending in 2022, $105,900 in administration and quality management unspent funds will be redistributed to food support services, which were fully spent as of the end of November.
* Jonathan displayed the ***Omnibus Fiscal Year 2023 Bill***.
* Because the omnibus bill has passed and has been signed, the full grant should be awarded close to the beginning of the fiscal year. There was a 76 million dollar increase in Ryan White total, which is about a 3% increase. Part A funding increased by 1.5%. Part B care funding increased by 4.6%. ADAP did not change, and Part C and D went up slightly. HOPWA increased by 11%.
* There is a new Part A Project Officer, Sylvestre Kpangni, and Jonathan, Tyrie, Lesa and Audra will have an introductory meeting next week.
* The council administrative specialist position will be open soon to anyone in the community to apply.
* Interviews for the Part A HIV services grant supervisor position will start in the coming weeks.
* The quality management coordinator position is now open and posted for internal transfer. If there are no qualified applicants received, it will be posted for open competitive.

**B. Part B:** Thomas Blissett referred the committee to the written ***Part B update*** which will be sent after the meeting.

* In state fiscal year 2022 DHS HIV support unit earned significantly less in rebate revenue than had been forecasted and saw a very high non ADAP program expenditure.
* These variants in the state fiscal year 22 means that DHS has fully expended the long-standing accumulated rebate balance earlier than forecast. Due to this, DHS is continuing to work to update rebate forecasting and finalize budget plans for the upcoming year. DHS has paused the filling of a few internal staff positions to reduce administrative expenses.
* DHS implemented a significant funding decrease to MDH, reducing their budget from 3.8 million to 1.6 million annually.
* DHS is completing work to identify reduction options for rebate funding passed to Hennepin County and the rebate funds directly administered by DHS for Ryan White Services and capacity building.
* DHS is also looking at options to increase our resources and will apply for supplemental funding and work internally for funding available through the new legislation cycle.
* The Noncompeting continuing Part B application was submitted.
* DHS notified the Program Officer of the intent to apply for Part B supplemental funding, and the application should be coming out in the spring of 2023.
* The government documents required to move forward with centralized eligibility are now complete. Work continues on technical elements to ready us for centralized eligibility.
* Thomas provided an updated on ADAP and Program HH. Open enrollment plans for 2023 will close on January 15th.
* The noncompetitive continuation of Part B application was submitted to Health Resources and Services Administration (HRSA) on November 18. The same level of funding for the upcoming grant year is anticipated, and contracts will most likely not be increased.
* 2023 open enrollment is near completion and will end on Jan 15th.
* The Program HH eligibility specialist position closed on January 3rd and interviews are starting.
* All Part B providers spending plans have been submitted to DHS.
* DHS is currently planning for annual site visits with Part B providers in March and April of 2023.
* The End HIV Minnesota sponsor team, including DHS and MDH leadership, will be meeting in January to review the updated tactics and activities in the refresher plan.

**C. Prevention:** Peggy Darrett-Brewer provided the prevention report from the Minnesota Department of Health (MDH).

* The prevention unit has been setting up grantee orientations and meetings as funds are encumbered for new grantees and closing out current prevention grantees.
* Reports to CDC around the STD and HIV grants are upcoming. Peggy will give a full programmatic and financial report for the year 2022 in March.
* For the March council meeting, Peggy will be joined by the HIV testing coordinator and the SSP harm reduction person to do presentations on those programs, as well as a full financial report.
* MDH is holding interviews for the 5 DIS positions will be hiring a HIV/STD perinatal nurse in the near future.
1. **Council staff update and review council meeting agenda**. Audra Gaikowski, Council Coordinator, provided the update.
* At the end of the fiscal year, all committees and the council need to write new work plans. She will work with all the committee co-chairs and the council co-chairs on the legislative responsibilities for the upcoming fiscal year, as well as to determine additional activities each committee will work on.
* The council co-chair election is in February, and both Tyrie and Lisa are eligible for re-election. Another person can run for the 3rd council co-chair position. Committees will need to elect their co-chairs in March.
* There are a few issues with the meeting invites, such as calling in with a cell phone and the chat not being available. A temporary solution is to call on Audra or Carissa’s cell phones to join via phone.
* It has previously been discussed that the council should discuss the needs of the aging population living with HIV/AIDS. If there is continued interest in having a speaker about the aging population with HIV/AIDS, Audra can organize it for the February or the March council meeting.
	+ Tyrie Stanley asked if the meeting time could be extended to make time for a speaker and discussion.
	+ Carissa agreed that if council conversations are added to the agenda, council meetings may need to be extended for that meeting date.
* **MOTION:** Tyrie moved to have a speaker on aging and HIV/AIDS at the February council meeting and extend the meeting by 30-60 minutes to include a council conversation. The motion was seconded.
	+ **DEBATE:** McKinzie Woelfel called for debate.
		- Larry McPherson asked if the speaker should be moved to March if there is more time on the agenda.
		- Carissa responded that normal council meeting activities during any meeting time would be limited for discussion.
		- Joe Amrhein added that an hour is a long amount to add and discussed the option of inviting members of the public for a presentation in the evening.
		- Julian Hines added that adding a speaker and discussion onto a meeting is a lot of information to take in at one time.
		- Tyrie Stanley added that the council meetings in-person used to go until 12:00pm and the people who would like a speaker may not be on the council next year so that is a reason to do it in February.
	+ **VOTE:** McKinzie called for a voice vote. The motion passed with a vote of 5 ayes and 2 nos.
* The committee reviewed the January 10 agenda MCHACP meeting.
	+ Joe Amrhein commented that it would be helpful to have some history about the upcoming update from the Midwest AIDS Training & Education Center (MATEC) and why they are coming before the council.
	+ Audra can ask the speaker to provide some background info before the presentation.
	+ Pat added that it would be useful to write out the full name of the organization and the name of the speaker for the script.
1. **Council bylaws review.** Carissa displayed ***Bylaws sections 1-10***
* The Executive Committee approved the following amendments and forwards them to the council for review. Council members will vote on them at the February 14 council meeting.
* **MOTION:** Tyrie Stanley moved to amend Bylaw 4.3. e. by striking out “the two persons serving as community co-chairs of the council” and inserting “two persons serving as co-chairs of the council.” The motion was seconded.
	+ **DEBATE**: McKinzie Woelfel called for debate. There was none.
	+ **VOTE**: The motion passed with a vote of 8 ayes and 0 nos.
* **MOTION:** Tyrie Stanley moved to amend Bylaw 5.5 l. by striking out “at the recommendation of the chairperson with approval of the Executive Committee.” and inserting “at the recommendation of the Executive Committee to the appointing authority.” The motion was seconded.
	+ **DEBATE**: McKinzie Woelfel called for debate. There was none.
	+ **VOTE**: The motion passed with a vote of 8 ayes and 0 nos.
* **MOTION:** Tyrie Stanley moved to amend Bylaw 5.6 e. by striking out “The individual will be provided with written notification of the proposed action and the basis for the recommended action.” and inserting “The individual will be provided with written notification of the recommended action to be considered by the Executive Committee and the basis for recommended action. The individual will have 10 calendar days to respond to the recommended action by providing a written response to the council coordinator; the individual’s written response will be provided to the Executive Committee before the Executive Committee considers the recommended action.” The motion was seconded.
	+ **DEBATE**: McKinzie Woelfel called for debate. There was none.
	+ **VOTE**: The motion passed with a vote of 8 ayes and 0 nos.
* **MOTION:** Tyrie Stanley moved to Amend Bylaw 5.5 l. by striking out “at the recommendation of the chairperson with approval of the Executive Committee.” and inserting “at the recommendation of the Executive Committee to the appointing authority.” The motion was seconded.
	+ **DEBATE**: McKinzie Woelfel called for debate. There was none.
	+ **VOTE**: The motion passed with a vote of 8 ayes and 0 nos.
* **MOTION:** Tyrie Stanley moved to amend Bylaw 5.6 e. to strike out “Recommended action is subject to review by the full membership of the council.” Amend Bylaw 5.6 j. by striking out “All actions taken to address misconduct of inappropriate behavior will be reported to the council, including the investigation by the Executive Committee and its results, and recommended actions, subject to review by the council.” and inserting “The Executive Committee will report that an investigation was made and whether action was taken, including if a recommendation for removal was made to the appointing authorities.” The motion was seconded.
	+ **DEBATE**: McKinzie Woelfel called for debate. There was none.
	+ **VOTE**: The motion passed with a vote of 8 ayes and 0 nos.
* **MOTION:** Tyrie Stanley moved to amend Bylaw 5.6 g. by striking out “The council may recommend to the appointing authority that any member, including a co-chair, be removed from membership, and must send the basis for this recommendation along with the recommendation. In all cases, the appointing authority will make the final decision and take the required action as appropriate, which may include removal from council membership.” and inserting “If the Executive Committee recommends to the appointing authority that any member, including a co-chair, be removed from membership, it must provide the basis for recommending removal. In all cases, the appointing authority will make the final decision on removal from council membership.” The motion was seconded.
	+ **DEBATE**: McKinzie Woelfel called for debate. There was none.
	+ **VOTE**: The motion passed with a vote of 8 ayes and 0 nos.

1. **Unfinished Business / New Business**
* Larry McPherson asked if there was a motion made about change of “hard topics” to council discussions.
	+ Pat Reymann suggests reviewing prior meeting minutes to determine if an amendment is required.
	+ Tyrie Stanley added that the council conversations topic can be added to the workplan.
1. **Announcements:** There were no announcements.
2. **Adjourn:** McKinzie Woelfel adjourned the meeting at 2:53 p.m.

**Meeting Summary:**

* The Executive Committee approved amendments to the council bylaws.
* The committee heard reports from the other committees of the council, council staff, and the government recipients.

**Documents distributed before the meeting:**

* Proposed agenda
* December 6, 2022, meeting minutes
* Bylaws sections 1-10

**Additional documents displayed during the meeting:**

* Proposed agenda for January 10 Minnesota Council for HIV/AIDS Care and Prevention meeting

**CN/ag/cw**