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

**Executive Committee Meeting**

**Tuesday, February 7, 2022**

**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) |
| Lesa Nelson (Council Co-Chair) | Tyrie Stanley (Council Co-Chair, Planning and Allocation) |
| Calvin Hillary Hylton (Membership and Training) | McKinzie Woelfel (Council Co-Chair) |
| Jo Ann Vertetis (Community Voices) | James McMurray (Membership and Training) |
| **Committee Members Absent:** |  |
| Julian Hines (Needs Assessment and Evaluation) | Larry McPherson (Planning and Allocation) |
| **Guests:** |  |
| Thomas Blissett, DHS | Aubrey Hagen, Ryan White |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| Carissa Weisdorf  | Amy Miller |
| **MDH (Prevention) Representative:** | **MCHACP Parliamentarian:** |
| Peggy Darrett-Brewer | Pat Reymann, Parliamentarian |
| **Council Staff:** |  |
| Audra Gaikowski, Council Coordinator | Angela McGregor (minutes) |

Quorum Present? **Yes**

1. **Welcome and introductions**
* Tyrie Stanley called the meeting to order at 1:02 p.m. Introductions were made.
1. **Review and approval of the agenda and past meeting minutes**
* The proposed agenda for the meeting was approved as written.
* The minutes from the January 3, 2023 meeting were reviewed and approved.

1. **Council co-chair update**
* No updates.
1. **Committee Reports**
2. Planning and Allocations Committee
	* No updates.
3. Membership and Training Committee
	* **MOTION**: Lesa Nelson moved to forward the ***New Membership Election Action Item*** from the Membership & Training Committee to the council.
	* **DISCUSSION**: There was no discussion.
	* **VOTE**: The motion passed unanimously.
	* **MOTION**: Lesa Nelson moved to forward the ***Returning Membership Election Action Item*** from the Membership & Training Committee to the council
	* **DISCUSSION**: There was no discussion.
	* **VOTE**: The motion passed unanimously.
	* **MOTION**: Lesa Nelson made a motion to forward the ***Council Co-Chair Election Action Item*** from the Membership & Training Committee to the council.
	* **DISCUSSION**: There was no discussion.
	* **VOTE**: The motion passed unanimously.
4. Needs Assessment and Evaluation Committee
	* Joe Amrhein had a meeting with Asneth Omare, HIV Benefits and Eligibility Supervisor at Program HH. He said they are on a wonderful path forward to achieve auto enrollment with MN prisons/jails.
5. Disparities Elimination Committee
	* The committee met and are continuing planning for the upcoming mental health provider panel. They have started to send out invitations.
6. Community Voices Committee
	* The committee will meet in March.
7. **Recipient Reports**
8. Part A, Carissa Weisdorf
	1. Ryan White received a partial fiscal year 2023 Part A grant award. This is about 16% of what we received for the previous fiscal year’s Part A grant award. Ryan White is anticipating receiving notice of the full grant award in March or April. The FY2023 Appropriations for Part A increased by 1.5%, so they may see a small increase in the grant award.
	2. HRSA and CDC created a joint program letter on implementation of a status neutral approach. The letter encourages providers to implement a Status Neutral Approach to HIV care and prevention. View the program letter at: [HRSA and CDC Status Neutral Approach Framework Program Letter](https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/cdchrsastatusneutralapproachletter-508.pdf) and the CDC status neutral issue brief at: <https://www.cdc.gov/hiv/policies/data/status-neutral-issue-brief.html>.
	3. HIV outbreak update – there are now 165 cases associated with Hennepin and Ramsey County outbreak.
	4. The Council Administrative Specialist interviews began this week. The Quality Management Coordinator posting closed and interviews will begin at the end of February. The HIV Services Grant Supervisor position has been hired and will start in March.
9. Part B, Thomas Blissett
	1. Administered a webinar regarding finance forecasting. They will present next Tuesday to the council, outlining 2024 and shortfall projections, as of how things stand right now.
10. Prevention, Peggy Darrett-Brewer
	1. Provided a list of awards for Early Intervention Services Programs for People at Greatest Risk-HIV Testing. Will be posted on MDH website soon.

1. **Council staff update and review council meeting agenda**
	* Reviewed the February 14, 2023 council meeting agenda. There will be five action items for bylaw amendments and three action items from the membership and training committee. Additionally, there will be three speakers scheduled on HIV and aging, and there will be time to host a council conversation.
	* The council co-chair election will take place during the February council meeting. There is one name on the action item, and one additional council member has expressed interest in running for co-chair. Council bylaws state that there can be up to three council co-chairs, so if anyone else is interested in running, you can nominate yourself or someone else in the February council meeting.
	* Membership & Training Committee voted to remove Antwon Davis as a voting member due to attendance policy. As a reminder, Membership & Training Committee does have a policy to contact members if they are at risk for removal due to attendance.
	* The Membership & Training Committee has previously agreed to start implementing the attendance policy of missing seven combined council and committee meetings on March 1, 2023. However, one council member would be removed automatically if this takes place. Pat Reymann provided a few options for the Executive Committee on how they could move forward. McKinzie Woelfel suggested sending this item back to Membership & Training Committee to decide.
	* **MOTION**: Joe Amrhein moved to send the attendance policy decision back to the Membership & Training Committee. Lesa Nelson seconded.
	* **DISCUSSION**: There was no discussion.
	* **VOTE**: The motion passed unanimously.
	* The meeting invitations have been sent out for next fiscal year. The Executive Committee invitation has not gone out as committee co-chairs have not been voted in yet. If there were any meeting invitations that you were expecting to see on your calendar but do not see them, please reach out to Audra.
	* Audra is scheduling one-on-ones as part of onboarding process with all the committee co-chairs and to review the committee workplans.
	* **MOTION:** Joe Amrhein moved to have Pat Reymann remain as parliamentarian for the upcoming fiscal year starting April 1, 2023 – March 31, 2024. McKinzie Woelfel seconded.
	* **DISCUSSION:** There was no discussion.
	* **VOTE:** The motion passed unanimously.
	* Audra Gaikowski asked if after new members are voted in, should we do a survey of in-person, hybrid, or remote meetings. Is there a threshold that we should decide on, i.e. if we have a quarter of members attendance in-person, should we continue with in-person meetings.
		+ Joe said it is a great opportunity for new members to attend in-person to meet with current members and form relationships.
		+ Tyrie suggested that Audra bring that up in her update at the council meeting to get members feedback.
	* Several individuals have reached out to Audra to request giving presentations to the council.
		+ Matt Toburen is available to present HIV Day on the Hill at end of March and to provide an update on lobbying and legislative activities being done in Minnesota.
			1. Tyrie asked if there will be time to host a presentation. Audra responded that there are several items on the March MCHACP agenda. Peggy responded that it is an important presentation and asked if Matt could attend the next meeting. Jay responded that Matt is hoping to get the March time slot because the legislative action day is around the March meeting. Joe and JoAnn responded that 15 minutes should enough time for the presentation, and that Matt will have a handout that we can send out with the meeting materials.
			2. Peggy responded that she could move the MDH update to April so that Matt could present in March. Thomas responded that DHS normally gives their annual rebate update in April, but because they are giving an update in February, that time is available on the agenda
			3. Audra will invite Matt to the March MCHACP meeting.
		+ Terri Wilder from SAGE wants to provide an update on LGBTQ+ and HIV long-term care bills and rights happening across the country, as well as how older adults with HIV are being included in the Older Americans Act. Terri is flexible on when they could be scheduled for a meeting. There was consensus to invite Terri for a presentation.
		+ Dr. Keith Henry is requesting time to give a presentation to the council on ART, PrEP. and HIV care. Dr. Henry is requesting 45 minutes for a presentation.
			1. A council member shared that they have given a presentation before and that it was a very good presentation. Carissa responded that this may be a good time to extend the council meeting and to host a council conversation. In June, the workplan only has a data training on the agenda, so this may be a good time to invite Dr. Henry.
			2. There was a discussion on the timing of meetings. The council meetings were originally hosted from 9am-12pm before the COVID-19 pandemic. Carissa suggested that if a meeting is going to be extended to hold a vote in the council meeting to ensure that it works for members.
			3. Audra will reach out to Dr. Henry to confirm that June works. The Executive Committee can then decide if they would like to extend the June council meeting.
	* In the January MCHACP meeting, there was a discussion about what to do with hard topics. It was decided in January that it would come back to the Executive Committee to make a motion to remove hard topics. It is up to the Executive Committee to decide what to do with hard topics going forward.
		+ No motion was made to remove hard topics. Pat responded that we could let hard topics go because it is going to be replaced with a new format (i.e. council conversations).
	* Larry McPherson would like the Executive Committee to know that he is willing to serve as Planning & Allocations Committee Co-Chair but would like to give other committee members an opportunity to run if interested.
2. **Council bylaws review**
	* The Executive Committee approved the following amendment and forwards them to the council for review. Council members will vote on them at the March 14 council meeting.
	* **MOTION:** Lesa Nelson moved to amend bylaw 5.6. d. by striking out “upon completion of the investigation, if a violation(s) of the Code of Conduct is/are found to have occurred, the Executive Committee will make a decision on the course of action and report the action to the council. Recommended actions may include further suspension of participation in council activities for a stated period and/or removal from council membership” and inserting “Upon completion of the investigation, if the Executive Committee determines that a violation(s) of the Code of Conduct occurred, the Executive Committee may consider a recommended action: 1) Suspending the individual’s participation as a council member in council activities for a stated period of time or other appropriate action, or 2) recommending removal from council membership to the appointing authority.” It was seconded.
	* **DISCUSSION:** There was no discussion.
	* **VOTE:** The motion passed.
3. **Unfinished Business / New Business**
	* No unfinished or new business.
4. **Announcements**
	* Today is the last meeting for 3 co-chairs for the term. Thank you for your leadership!
5. **Adjourn**
* Tyrie Stanley adjourned the meeting at 2:17 p.m.

**Meeting summary:**

* The Executive Committee approved three action items from the Membership & Training Committee, which will be forwarded to the council for a vote.
* The Executive Committee approval one bylaw amendment.
* The committee heard reports from committees and recipients.

**Documents distributed before the meeting:**

* February 7, 2023 agenda
* January 3, 2023 meeting minutes
* 2023.02.07 Bylaw 5.6
* 2023.02.14 action item council co-chair election
* 2023.02.14 action item new membership election
* 2023.02.14 action item returning membership election

**Additional documents displayed during the meeting:**

* Proposed agenda for February 14, 2023 MCHACP meeting
* HRSA and CDC Status Neutral Approach
* Issue Brief: Status Neutral Approach HIV Care and Service Delivery
* MDH 2023-2024 HIV Grantee Awardees

**AM/ag/cw**