

**Minnesota Council for HIV/AIDS Care and Prevention
Executive Committee Meeting
Tuesday, March 5, 2024
1:00 – 3:00 p.m.
Meeting Minutes**

Committee Members Present:	
Jay Orne (Disparities Elimination)	Tyrie Stanley (Planning and Allocations)
Joe Amrhein (Council Co-Chair, Needs Assessment and Evaluation)	Kevin Sitter (Council Co-Chair, Planning and Allocations)
Shea Grutemaro (Membership & Training)	Alejandro Aguilera (Needs Assessment and Evaluation)
Committee Members Absent:	
Stephen Jensen (Membership and Training)	
Guests and Community Members:	
Danielle Brantley, Community member	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Eriika Etshokin	Thomas Blissett
MDH (Prevention) Representative:	MCHACP Parliamentarian:
None	Pat Reymann, Parliamentarian
Council Staff:	
Audra Gaikowski, Council Coordinator	Jeremy Stadelman, Admin Specialist (minutes)

Quorum Present? **Yes**

Proposed Agenda

I. Welcome and introductions

- Kevin Sitter called the meeting to order at 1:02 p.m. Introductions were made.

II. Review and approval of the agenda and past meeting minutes

- The proposed agenda for the meeting was approved with the noted addition below:
 - Audra requested that a review of the Council and Executive Committee FY 2024 Workplan be added to the agenda. Tyrie asked the committee to add this item to the agenda. There were no objections.
- The minutes from the February 6 meeting were reviewed and approved.
 - Alejandro made several grammar edits to the minutes that did not change context or substance of the minutes.

III. Council co-chair update

- The council’s appointing authorities will be present at the March council meeting and Co-Chairs are encouraged to attend in person.

- Introductions will not be made at the council meeting to accommodate Commissioner Fernando, who must leave by 9:20a.m.
- There have been no suggested edits to the Collaborative Partners Understanding and it should be verbally approved at today's meeting.

IV. Committee Reports

- A. Planning and Allocations Committee
 - Reviewed the Council Operating Budget Proposal.
 - Reviewed Parts A and B FY23 Q1-Q3 expenditures.
- B. Membership and Training Committee
 - Reviewed attendance and contacted those with potential attendance issues.
 - Made committee assignments for new members based on preference and the needs of the council.
 - Reviewed FY24 council training schedule.
- C. Needs Assessment and Evaluation Committee
 - Reviewed and approved 2025 Needs Assessment sample sizes and methodology.
 - i. The sample size goal has been increased to about 1,300 individuals.
 - ii. Hennepin County and DHS have agreed to a \$30 gift card for survey respondents.
 - 1. Members advocated for an increase in the gift card amount.
 - a. Tyrie advocated for \$50.
 - 2. Thomas noted that DHS' one-time funds must be spent before the 2025 NA begins. DHS would need to exam budgets to determine what is possible. This can be revisited in April.
 - 3. **MOTION:** Tyrie Stanley moved that the Needs Assessment and Evaluation Committee investigate an increase of the amount gift card provided to 2025 Needs Assessment survey respondents, from \$30 to \$50. Joe Amrhein seconded.
 - 4. **DEBATE:**
 - a. Jay asked how long it takes to complete the survey. Audra responded that the survey takes 20-30 minutes to complete.
 - i. Joe noted that it took him over an hour to complete.
 - 5. **VOTE:** With 5 ayes and 0 noes, the motion carries.
 - Reviewed service utilization data PowerPoint for Outpatient Ambulatory Health Services and Substance Use Residential & Outpatient.
- D. Disparities Elimination Committee
 - Reviewed Psychosocial Support (PSS) service standards.
 - Reviewed and updated a draft recommendation to the Planning and Allocation Committee to update PSS to include a peer support model.
- E. Community Voices Committee

- The next meeting is scheduled for March 11, 4-6pm. The meeting will be hybrid, with an in-person option at Clare Housing- Midtown.
- F. Criminally Justice Involved Ad Hoc Committee
 - Drafted questions for a survey to case managers to inform the Service Impact Evaluation.
 - Will be working to identify case managers who work with individuals living with HIV who have been recently incarcerated.
 - **ACTION ITEM: Co-Chair Election**
 - i. **MOTION:** Alejandro Aguilera moved that Joe Amrhein be considered to serve as Chair of the Criminal Justice Involved Ad Hoc Committee.
 - ii. **DEBATE:**
 - 1. There were no objections to correcting "Co-Chair" to "Chair" because there will only be one Chair.
 - iii. **VOTE:** With 5 ayes and 0 noes, the motion carries. A full election by the council will be held at the March council meeting.

V. Recipient Reports

- A. Part A: *Eriika Etshokin and Jonathan Hanft, Hennepin County Ryan White Program (see also written report)*
 - FY2024 Part A/MAI Contracts
 - i. All FY24 Subrecipient Provider Part A/MAI Contracts are in process, to be executed this month with a start date of March 1, 2023.
 - ii. Parts A/ MAI Quarters 1-3 Expenditure Reports have been presented to PAC – Part A/MAI Spending is at 75% for HIV Services and 74% for Administration.
 - iii. The council will advise on the council budget beginning in FY25, but Part A will present the expenditures for FY24 to inform the council.
 - Status Neutral Approach Grant
 - i. Subrecipient contracts are executed and both subrecipients have hired staff or are in the process of hiring staff to conduct non-medical case management services to clients.
 - 1. The goal is to link individuals to the care they need regardless of the results of their HIV test.
 - ii. The Hennepin County Ryan White Program Team hosted the Evaluation and Technical Assistance Provider (ETAP) for a site visit during the week of 2/26 to establish processes to share best practices across other entities funded through this grant.
 - Centralized Eligibility 6-month Update
 - i. As of August of 2023, Minnesota uses a Centralized Eligibility (MNCE) system for determining and documenting Ryan White Eligibility for Parts A & B services.
 - ii. DHS assumes the responsibility of collecting client application materials, determining eligibility, and updating the system that providers use to verify eligibility or review missing application documents.

- iii. Providers are responsible to verify (but not determine) eligibility and support clients in submitting eligibility documentation to DHS.
 - iv. The intended benefit for Ryan White service consumers is to minimize stigma and barriers that were presented when each provider determined eligibility independently by collecting and storing eligibility documentation.
 - v. DHS and HC convened all Parts A&B funded providers for a 6-month implementation check-in and presented the following data:
 1. Since MNCE went live in August 2023, 4315 established clients and 493 new clients have been served.
 2. Of those new clients, 161 identified as Black/African American, 136 identified as White, 87 identified as Hispanic, 42 identified as Black/African Born, and 11 identified as Asian/Pacific Islander. Native American data were suppressed because there were too few clients.
 3. Of those new clients, 153 were aged 30-39, 113 were aged 50-64, 111 were aged 40-49, 78 were aged 18-29, and 33 were aged 65+.
 4. Of those new clients, 332 identified as Male, 139 identified as Female, and 22 identified as Transgender.
 5. A 5-question survey is being shared to new and renewing clients with their determination letter to assess ease of use, where clients get their information/resources, and how providers are supporting the application process. Survey respondents may share their information to participate in a paid focus group for us to learn more about their experience with MNCE. We have asked for providers help in disseminating the survey.
 6. <https://surveys.dhs.state.mn.us/snapwebhost/s.asp?k=170146320569>
 1. Jay noted that many transgender individuals are getting duplicates because of changes in identifying markers. Eriika responded that there is a process in place to look into this.
 2. Tyrie asked how much the stipend is for paid focus group participants. Eriika replied that this is yet to be determined but will be commensurate with the time commitment required of the participants. Tyrie suggested that survey respondents should also be compensated. Eriika will take this to the CE group for further discussion.
- HIV outbreak update from [MDH Website](#).

- i. There were 4 additional cases identified since the last council meeting.
- B. Part B: *Thomas Blissett, Minnesota Department of Human Services HIV Supports (see also written report)*
 - o The HIV Supports Section at DHS has released a Request for Applications (RFA) to ensure use of the \$12.1 million one-time funding passed in the last legislative session. The RFA is posted and live. The link to this opportunity is: [Grants and RFPs / Minnesota Department of Human Services \(mn.gov\)](#)
 - Tyrie asked how much of the \$12.1 million went to administrative costs. Thomas replied that none went to administrative costs.
 - Joe wondered how the rapid engagement process was useful in this process. Thomas indicated that 3 areas of need were identified including, unmet need and system strengthening.
 - o Health Resources and Services Administration (HRSA) has posted the Notice of Funding Opportunity (NOFO) for the Fiscal Year 2024 Ryan White HIV/AIDS Program Part B States/Territories Supplemental Grant Program (HRSA-24-065). This is for the funding period Sept 30, 2024 to Sept 29, 2025. Applications are due 4/30/2024. The HIV Supports Section at DHS will be applying for these competitive supplemental funds.
 - DHS will also be applying for SPNS funds to help complete the CE process.
 - o 2024 Open Enrollment Activities Completed. Program HH staff have finalized outcomes for 2024 Open Enrollment activities. There are 3395 clients open on Program HH as of February 2024, excluding MNCE grandfathered clients. Approximately 380 (11%) are uninsured and receiving full drug coverage through ADAP. This number includes clients we have requested employer sponsored insurance (ESI) information/verification of employer insurance (VEIs), income proofs, clients in preapproved status, clients that missed open enrollment, etc., but currently don't have an active or known active primary insurance. Approximately 1/3rd of currently uninsured clients are in preapproved status and should qualify for MA or MNCare.
 - Tyrie asked if ADAP has considered advertising available resources. Thomas noted that the current RFA allows respondents to apply for potential funds to help with diverse media campaigns, but this is not a current focus for ADAP.
 - Tyrie suggested that the council's Medicaid representative should attend Executive meetings to answer questions specific to Medicaid. Audra noted that the representative attends council meetings and can be asked there. Thomas will forward this request to leadership.
 - o Public Health Emergency (PHE) ending. The Program HH team also continues to communicate monthly to clients and providers who need to renew their Medical

Assistance (MA) because of the PHE ending. The DHS MHCP policy team continues to change their policies and processes based on CMS guidance that continues to make it challenging for Program HH to effectively support clients that need to take action.

- 2024 Federal Poverty Guidelines updated for MN Centralized Eligibility for Part A and B. As scheduled annually on February 1. DHS/Program HH will be sending applications to clients who were over income in 2023 that may now be eligible under the 2024 FPG level.
- DeCarlo Braddy will be joining the HIV Community Service Unit on February 28, 2024, as the new HIV Program Officer.
- Alejandro noted that they were unable to attend the February 23 DHS budget report because they did not receive the invitation. Thomas noted that they will be presenting this information at the April council meeting.

C. Prevention: *Peggy Darrett-Brewer, Minnesota Department of Health*

- See written report.

VI. Council staff update and review council meeting agenda

- Audra displayed and reviewed the ***agenda for the March 12 council meeting***.
 - **MOTION:** Tyrie Stanley moved that introductions be made after the appointing authorities speak. Joe Amrhein seconded.
 - **DEBATE:** None.
 - **VOTE:** With 4 ayes and 0 noes, the motion carries.

- **MOTION:** Tyrie Stanley moved that to save time on the agenda committees only provide written reports unless they have action items. Jay Orne seconded.
- **DEBATE:** None.
- **VOTE:** With 4 ayes and 0 noes, the motion carries.
- The Grievance Committee will be elected at the March council meeting.
- Aurin Roy, Hennepin County staff, will be presenting "Understanding Barriers and Facilitators to Housing in the Twin Cities: Findings from Interviews with People Living with HIV" from 11:15am-12:15pm, following the council meeting. Contact Aurin at aurin.roy@hennepin.us with questions.
- Audra is working on finding a training on intercultural communication for the council.
 - Hennepin County has suggested that Executive Committee members, council staff and recipient staff can participate in a county led training on May 1, 9:00am-12:30pm called, Intercultural Conflict Style Inventory.
 - Tyrie would prefer that a training be tailored for the council, during council time. Audra clarified that this would be in addition to a training specifically designed for the council.

- Audra will share information about this training with the Executive Committee and members can attend if interested.

VII. Collaborative Partners Understanding (CPU)

- Audra displayed the ***Collaborative Partners Understanding***.
- Audra noted that no changes have been recommended.
- Alejandro wondered how the CPU is different from the Intergovernmental Cooperative Agreement (IGCA).
 - The CPU is less formal and outlines specific projects that there is collaboration on. The IGCA is a legal document that convenes the council.
- The committee made no changes to the Collaborative Partners Understanding.

VIII. Review FY2024 Executive Committee and Council Workplan

- Audra displayed and reviewed the council and committee's ***FY24 Workplan***.
 - Eriika agreed to present FY24 Q1-Q3 expenditures to the Executive Committee in April.
 - Alejandro asked if the Statewide Coordinated Statement of Need has been recently completed.
 - Thomas noted that it is included in the [council's integrated plan](#) and is current.
 - Alejandro asked for an update on End HIV MN be added to the workplan.
 - Audra noted that this can be added to the workplan for later in the year.

IX. Unfinished Business / New Business

- Alejandro asked the committee to consider scheduling DHS' rapid engagement report back, as was discussed at last month's meeting. Thomas noted that DHS can accommodate this request in May or June. This will be revisited again at the April Executive Committee meeting.

X. Announcements

- Tyrie announced that [MN POC Pride](#) is hosting Soulful Sunday Kickback at Lush on March 10, 3:00-6:30pm.
- Jay announced that The Aliveness Project is hiring a [Harm Reduction Care Linkage Coordinator](#).

XI. Adjourn

- Kevin Sitter adjourned the meeting at 2:58 p.m.

Meeting summary:

- The committee heard standing reports from committee co-chairs and government representatives.

- The committee approved a motion that the Needs Assessment and Evaluation Committee investigate an increase of the amount gift card provided to 2025 Needs Assessment survey respondents, from \$30 to \$50.
- The committee approved a motion that Joe Amrhein be considered to serve as co-chair of the Criminal Justice Involved Ad Hoc Committee.
- The committee reviewed the March council meeting agenda approved motions to include introductions after the appointing authorities speak and to only receive verbal updates from committees that have action items.
- The committee reviewed the Collaborative Partners Understanding and made no changes.
- The committee reviewed the Review FY2024 Executive Committee and Council Workplan.

Documents distributed before the meeting:

- Proposed Executive Agenda
- 2024.02.06 Executive Minutes
- 2023 Collaborative Partner Understanding
- Community Health Event Coordinator Position
- MDH February 2024 Update
- Part A Update
- Part B Update
- Ryan White Parts A and B Q1-Q3 Expenditures
- Action Item: Ad Hoc Committee Co-Chair Election

Documents distributed during and after the meeting:

- FY2024 Executive Committee and Council Workplan

JS/ag