

**MN HIV Services Planning Council Meeting**  
**June 14, 2011**  
**9:00 am – 12:00 noon**  
**Health Services Building, Room L15**  
**525 Portland Ave S, Minneapolis**  
**Minutes**

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**Council Members Present:**

|                              |                                  |
|------------------------------|----------------------------------|
| Hank Jensen                  | Leo Johnson                      |
| Mike Behl (Council Co-Chair) | Wa Yang                          |
| Antonio Marante              | Al Fredrickson                   |
| Michael Hargrave             | Gwen Velez                       |
| Joan Carchedi                | Charles Koudou                   |
| Bob Hansen                   | Karin Sabey                      |
| Tom Bichanga                 | Makéda Norris (Council Co-Chair) |
| Antonio Moreno               | Keith Henry                      |
| Peter Carr                   | Dave Rompa                       |
| Tadese Negasa                | Adam Fairbanks                   |
| Kris Hammes                  | David Neller                     |
| Loyal Brooks                 | Shanasha Whitson                 |
| Kathryn Hansen               |                                  |

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**Council Members Absent:**

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| Darin Rowles | Lee Hertel |
| Monica Yugu  |            |

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**Guests/Consultants:**

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|-------------------|--------------------------------|
| Kate Nelson – MAP | Jim McNamara – ViiV Healthcare |
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**G-HAT:**

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|-----------------------------|----------------------------------|
| Redwan Hamza – DHS          | Jonathan Hanft - Hennepin County |
| John Suhr - Hennepin County | Sheila Murphy - Hennepin County  |

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**Planning Council Staff:**

|                         |              |
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| Wendi Johnson (minutes) | Tim Sullivan |
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Quorum Present? **Yes**

**I. Welcome and Introductions; Lighting of the Candle**

Mike stated he would be presiding and called the meeting to order at 9:05 am. Introductions were made. Tom lit the candle.

**II. Approval of May 10, 2011 Meeting Minutes and Proposed Agenda**

The minutes and agenda were approved by unanimous consent.

**III. Open Forum**

- A. Hank Jensen announced that Darin is not at today's meeting because he is being recognized for his work with the 2011 MN Campus Compact Presidents' Community Partner Award. MAP, and Darin, were nominated by Macalester College. The AIDSLine has worked closely with Macalester interns during the past three years.
- B. Part D – funding is being revoked at West Side as well as other lower incidence jurisdictions. These funds are being shifted to larger areas. Questions/Comments:
  - Dave said pediatric care will be affected by this funding cut and the need should be monitored.
  - Gwen asked what Part D funds are used for. They fund the prenatal program, quality program, and the Women and Families Network retreat. It is about \$400,000.

**IV. Part A Report, Jonathan Hanft, Hennepin County**

- A. Award Notice – Jonathan has been told we should receive our notice of grant award in another three weeks. He is hopeful we will receive it by June 30<sup>th</sup>.

- B. FY2010 Annual Progress Report Due June 30<sup>th</sup> – Documents included in the progress report include: final implementation plan with narrative report on up to 10 accomplishments and challenges, Planning Council report, certification of aggregate administrative costs, final administrative expenditures, and technical assistance.
- C. FY2010 Final Expenditure Report – Jonathan walked members through a document titled *Ryan White Part A Spending Year 15 – March 1, 2010 to February 28, 2011*. The Part A report is being presented separate from the Part B because it is the end of the year. This report includes MAI overlap funds. Questions/Comments:
- Antonio Ma. asked about the unspent funds. Jonathan said that is the next item on the agenda.
  - Tadese asked about Oral Health Care underspending. He asked if there are issues with using the funds. Jonathan said he isn't aware of any issues. Next month the full final expenditure report will be presented and information will be clearer. Dave added that providers have 12 months to bill for services so date of service isn't always counted under the fiscal year the appointment was in.
  - Al asked about utilization. MMIS shows claims and CAREWare includes MMIS uploaded data.
- D. FY2010 Final Carry Over Recommendation – Jonathan walked members through two documents titled *2010 Into 2011 Actual Carry Over Proposal* and *Format to Report FY Part A Unobligated Balances and Carryover Request into FY2011*. Jonathan reminded the Council that we can only carry over formula funds. Part A is requesting \$77,234 in carryover. Questions/Comments:
- Al asked if there is any way to encourage Oral Health providers to bill faster so we don't have to send money back. Dave said we can't do that because the agreement with the state is that they have 12 months to bill.
  - Karin asked if Part A can spend all supplemental funds right away so nothing goes back to HRSA? Jonathan said yes and no. There are penalties if less than 98% of formula funds are spent and we would lose that money in future years and not be eligible for supplemental funds the following year.
  - Hank asked if any services were overspent. Jonathan said providers can't bill for more than their contract amount.
  - Redwan said a few years ago the Council put unspent Part A funds into ADAP so it could be spent. Jonathan said we can consider this for next year.
  - Jonathan referenced the estimated carryover proposal on the back of the actual carryover request. In order to meet EIIHA efforts for grant requirements the grantees are proposing to allocate \$44,000 to Early Intervention Services (EIS) and reduce the other allocations proportionally. Jonathan hopes to submit the final financial report at the end of June and have the funds by August so they can be spent before February.
  - **MOTION:** Michael H. made a motion to approve the carryover request. He thinks this will directly address the work of the Council. Bob seconded the motion. Discussion:
    - Karin said it is too bad that the highest priority service received the largest cut. She thinks this goes against the way the Council typically does things.
    - The motion passed by majority with a vote of 23-1 (Yes votes: Tom, Loyal, Joan, Peter, Adam, Al, Kris, Bob, Kathryn, Michael H., Keith, Hank, Leo, Charles, Antonio Ma., Antonio Mo., Tadese, David, Makéda, Dave, Gwen, Shanasha, Wa. No votes: Karin).

## V. Part B/ADAP Report, Redwan Hamza, DHS

- A. State budget and the looming state shutdown – There are still a lot of unknowns regarding the state shutdown. The Attorney General will begin deciding what services are considered essential and what programs will stay open if a shutdown happens. Questions/Comments:
- Karin asked if DHS HIV/AIDS Section is essential what that would mean for contracted providers. Dave does not have that answer yet.
  - Michael H. asked if the shutdown will affect the way Part A operates. Jonathan said not directly but the Part B contracts that are managed at Hennepin County could be put on hold until the state is operational again. Dave added that it may be possible to go back and pay for services that took place during the shutdown.
- B. Staff Update – The Federal Compliance position was open and has now closed. They are proceeding with interviews but there is a hiring freeze until after July 1<sup>st</sup>. The Case Management

Coordinator position was originally not going to be filled at this time but DHS has rushed this position through the approval process and it is open internally.

- C. Statewide Coordinated Statement of Need (SCSN) for all Parts and Comprehensive Plan (Joint Parts A and B – We have received guidance and planning will begin soon.
- D. The upcoming NASTAD/HRSA ADAP TA meeting will be held in July in Chicago. This is the first time HRSA has jointly sponsored this meeting. There will be a lot of focus on EIIHA.
- E. There was a request from the Needs Assessment & Evaluation committee to have a rough draft of the forecast available to the Council. Normally this is not done but Dave has received permission and it will be available in the next week or so.

#### **VI. Prevention Update, Peter Carr, MDH**

- A. State shutdown – a couple staff will stay on. If a shutdown happens then contracted providers will have to stop providing services. Providers can't be reimbursed for any work during that time.

Questions/Comments:

- Gwen asked if there is a way to know what will be impacted so providers who are still offering services can know where to pick up the slack. Dave said we don't know and DHS is not authorized to send communication regarding the shutdown yet.
- Karin thinks there would need to be an agreement with the grantees for clients who may need case management services during the shutdown that would allow them to go to another agency. It doesn't make sense for an agency to do a complete intake process for clients who just need help in the interim.
- Kate said MAP created an action alert. Go to MAP or HIV Action Network on Facebook. Everyone is preparing for the worst but there is still time to stop the shutdown.
- Adam asked if Public Policy will be operating during a shutdown. Kate isn't sure.
- Dave said in 2005 the shutdown lasted eight days and it ended because people wanted to go to state parks and couldn't get fishing licenses.
- **MOTION:** Loyal made a motion to draft a letter, from the Council Co-Chairs, to the Governor and include the House and Senate Leaders. This letter would inform the Governor what effect a shutdown would have on the people who are receiving Ryan White funding. Michael H. seconded the motion. Discussion:
  - Antonio Mo. isn't sure how this letter will help because Governor Dayton is on our side.
  - Kris thinks it is important for the Council to show support.
  - Adam asked if we can send the letter to the Attorney General.
  - Redwan asked to include the Human Services committee also because it could affect what services are considered essential.
  - Jonathan said it would be good to include MDH because those services it helps to get people connected to care.
  - Keith thinks all patients should be advocated for.
  - Leo called the question and there was no opposition.
  - The motion passed with a vote of 22-0 with Al and Dave abstaining.

- B. Juneteenth is this Saturday.
- C. MDH will have a booth at the Pride festival next to the Red Door Services booth.
- D. June 27<sup>th</sup> is national HIV testing day.
- E. There is a Lynx game on July 9<sup>th</sup> that will feature a provider fair of HIV prevention and care services.

#### **VII. Staff Report**

- A. Tim passed around a sign up sheet for lighting the candle at the start of each Council meeting.
- B. DHS asked the Planning Council to have a representative on the formulary committee. Mike B. has been filling that role but his term on that committee is ending. The requirement would be two meetings per year and discussions over phone and email. Talk to Council staff, DHS, or Mike B. if you are interested. The Operations committee will be making that recommendation.

#### **VIII. Co-Chairs Update**

- A. Decorum – Please use appropriate language in meetings.

- B. Makéda and Hank made a presentation to Tim and Wendi honoring their five year anniversaries for the great work they have done with the MN HIV Services Planning Council.

## **Makéda presided for the remainder of the meeting**

### **IX. Committee Reports**

A document titled *Committee Report Summaries June 14, 2011* was distributed.

- A. Community Voice –
- a. The committee held their last meeting at Clare Housing. A representative from that agency attended the meeting to give an overview of the program and how Ryan White funds help their clients.
- B. Executive – no additional update
- C. Needs Assessment & Evaluation
- a. ACTION ITEM: Committee Co-Chair – **MOTION:** Karin made a motion, on behalf of the committee, to approve Lee Hertel and Leo Johnson as committee co-chairs and there is an assumed second. The motion passed unanimously with a vote of 21-0.
  - b. The needs assessment survey closed with 502 surveys. Kip will begin analysis soon of the data.
  - c. The committee is moving forward with the consumer satisfaction survey.
- D. Operations –
- a. ACTION ITEM: Bylaws Revision – Open Nominations Policy. This addition to the bylaws does not change anything about our process and only puts into writing what is already happening. **MOTION:** Hank made a motion on behalf of the committee to approve the revision and there is an assumed second. The motion passed unanimously with a vote of 20-0.
  - b. ACTION ITEM: Bylaws Revision – Agency Representation. **MOTION:** Hank made a motion on behalf of the committee to approve the bylaws revision and there is an assumed second.  
Discussion:
    - Tim clarified that there have not been issues. At one time, there were three employees from the same agency serving on a committee.
    - Al offered an amendment to change the word “any” to “the same” committee. Joan made a second and it passed unanimously with a vote of 20-0.
    - Original motion, with amendment, passed unanimously with a vote of 20-0.
- E. Planning & Priorities – no additional update
- a. ACTION ITEM: 2012 Pre-award Allocations Process – **MOTION:** Michael H. made a motion on behalf of the committee to do one allocations process budget that would apply to the 2011 post award allocations and 2012 pre-award allocations. There is an assumed second. Discussion:
    - Tim clarified that this is a one time approval.
    - The motion passed by unanimous consent with a vote of 20-0.

### **X. Unfinished Business**

- A. Memo from County Attorney’s Office – Tim distributed a document from Dan Rogan titled *HIV Planning Council*. This document provides written answers to questions asked when Dan attended a Council meeting to talk about Open Meeting Laws. Questions/Comments:
- Antonio Mo. asked about #4. Tim said we have always treated Council information privately. Because of the law we are required to provide the home address of Council members if requested. Current staff have never received this kind of request. The question was brought up around the Council roster which includes addresses, email addresses, and phone numbers.
  - Keith asked that Council member information being shared with other members be discussed with new applicants. Tim said this is discussed during the interview and in the application.
  - Loyal said a Google search of his name will bring him up on the Council website. He is disheartened that his affiliation with the Council is so public.
  - Mike B. asked that this document be posted somewhere so it can be referenced.
  - Adam asked if this can be addressed at Operations. Tim said yes.

### **XI. Announcements**

- 30 years have passed since the CDC first recognized HIV/AIDS.
- TPT is showing documentaries on HIV this month.

- The Planning Council received a camera from NMAC for the ADAP Advocacy campaign. Tim and Wendi will be working to record videos with clients about the ADAP crisis. They will be at Aliveness from 11:30-1:30 tomorrow. In order to participate you need to be HIV+ and be willing to have your face on camera. The videos can be recorded in Spanish.
- RAAN is moving from Little Falls to St. Cloud July 1<sup>st</sup>. The Mora office is closing.
- Redwan and Peter attended a meeting in D.C. and met with MN representatives offices.
- Joan is participating in the Red Ribbon Ride July 14<sup>th</sup> – 17<sup>th</sup>.

***Meeting Adjourned at 11:47 am***

**Meeting Summary:**

- The Council approved a carryover plan that would put \$44,000 into EIS, \$7943 into Outpatient/Ambulatory Medical Care, and \$6100 into Medical Case Management.
- The Council approved for a letter to be sent to Governor Dayton letting him know the impact a shutdown would have on HIV prevention and care services and the clients who access Ryan White funds.
- Lee Hertel and Leo Johnson were appointed to sit as co-chairs of the Needs Assessment & Evaluation committee.
- The Council approved a bylaws revision that puts the current open nominations policy into writing.
- The Council approved a bylaws revision that limits Council members from the same agency from serving on the same committee.
- The Council approved a one time change to the allocations process that will allow the Council to approve one budget that will apply to the 2011 post award allocations and the 2012 pre-award allocations.
- The Council reviewed the formal response to questions asked of Dan Rogan around Open Meeting Laws.

**Documents Distributed Before the Meeting:**

- Agenda
- Minutes from May 10, 2011
- Committee Report Summaries June 14, 2011
- ACTION ITEM: Needs Assessment & Evaluation Committee Co-Chair Election
- ACTION ITEM: 2012 Pre-Award Allocation of Funds
- ACTION ITEM: Bylaws Revision – Open Nominations Process
- ACTION ITEM: Bylaws Revision – Agency Representation

**Documents Distributed At the Meeting:**

- Ryan White Part A Spending Year 15 – March 1, 2010 to February 28, 2011
- 2010 Into 2011 Actual Carry Over Proposal
- Format to Report FY Part A Unobligated Balances and Carryover Request into FY2011
- Dan Rogan: HIV Planning Council

**WJ/tds**