

Planning and Allocations Committee
Wednesday, February 24, 2021
9:30 – 11:00 a.m.
Microsoft Teams Meeting
Meeting Minutes

Planning and Allocations Committee Members Present:	
Andrew Bauman (Co-chair)	Florence Kulubya-Nabeta
Mary McCarthy	Tyrie Stanley (Co-chair)
Larry McPherson	
Planning and Allocations Committee Members Absent:	
Austin Phillips	Guests:
Jeremy Stadelman	Calvin Hylton
Hennepin County (Part A) Representative:	
Thuan Tran	DHS (Part B) Representative:
	Sharlonda Pierce
MDH (Prevention) Representative:	
None	MCHACP Staff:
	Carissa Weisdorf, Council Coordinator Richard Puella (minutes)

Quorum? YES

I. Welcome and introductions

- Tyrie Stanley called the meeting to order at 9:30 a.m. and introductions were made.

II. Review, approval of minutes from January 27 meeting and proposed agenda

- The proposed agenda was unanimously approved
- Mary McCarthy asked for clarification on page 2 of the minutes, where it stated that she, “added a new activity in 2021 to objective 1.2.” She felt the wording was unclear.
 - Carissa explained that a new column was added during the meeting in the status report titled “new activity occurring in 2021” This addition referred to activities that were not occurring when the plan was created in 2016. With the explanation, Mary agreed with the minutes.
- The minutes were unanimously approved.
- Tyrie noted that he is listed under guests and should be moved to absent.

III. Annual review of service standards

- Thuan Tran presented a 2-page Ryan White Services Standards to the committee. The first page provides a status update of what occurred regarding standards in 2020.
 - The annual review of service standards places each service standard in one of three buckets.
 1. Bucket One: no changes required
 2. Bucket Two: minimal wording changes that don’t affect service delivery
 3. Bucket Three: extensive revisions required; standard will go through the standards of care development process
 - The Medical Case Management standards were reviewed and updated and approved by PAC and the council in July 2020.
 - Early Intervention Services underwent minor revisions and was considered a bucket two change.
 - He noted that all the services listed under bucket one underwent simple formatting changes.

- Health Education/Risk Reduction, Psychosocial Support, and Universal Standards are still in the review process and are currently pending. There was some slow down due to CARES Act response and planning.
- Thuan presented the proposal plan for 2021.
 - Outpatient Health Services will begin April 2021.
 - Food Bank / Home Delivered Meals will begin April 2021.
 - Home and Community Based Health, July 2021.
 - Substance Abuse Services/Outpatient, October 2021.
 - Healthcare Resources and Referral draft, October 2021
- **MOTION:** Mary McCarthy moved to adopt the 2020-2021 plan as presented for the service standards development schedule. The motion was seconded by Larry McPherson. No debate. **VOTE:** the motion passed unanimously.
- **MOTION:** Larry McPherson moved to have the 2020 service standards brought to the planning council to fulfil the annual review of service standards. The motion was seconded by Florence Kulubya-Nabeta. No debate. **VOTE:** The motion passed unanimously.

IV. New Business / Unfinished Business

- Carissa Weisdorf presented the FY21 draft work plan for the committee. She said in previous years the committee canceled the December meeting due to its proximity to holidays. Last year, the committee also canceled the November meeting because it was the day before Thanksgiving. For planning purposes, she asked the committee if they want to cancel those two meetings again.
 - The committee agreed to cancel the November meeting
 - The committee agreed to keep the December meeting on the work plan for now in case there is time-sensitive work related to the integrated plan development.

V. Agenda for next meeting

- The committee agreed to cancel the March meeting, due to a lack of work plan items.
- Mary suggested the committee's work plan condense items to allow for a fuller agenda and cancel meetings where there is not much to discuss.
- Co-Chair elections (April)
- Review workplan (April)
- FY21 post-award grant award adjustments (April)

VI. Announcements

- Carissa reminded everyone to fill out the survey from the Health HIV team.

VII. Adjourn

- The meeting was adjourned at 10:01am.

Meeting Summary

- The committee adopted the 2020-2021 services standards development schedule.

- The committee agreed to send the 2020-2021 services standards development schedule to the planning council.

Documents distributed before the meeting:

- Proposed agenda
- January 27 meeting minutes
- RW standards development schedule 2020-2021
- FY2021 PAC workplan

RP/cw