

Planning and Allocations Committee
Wednesday, May 26, 2021
9:30 – 11:00 a.m.
Microsoft Teams Meeting
Meeting Minutes

Planning and Allocations Committee Members Present:	
Mary McCarthy	Paul Skrbec
Larry McPherson	Jeremy Stadelman
Florence Kulubya-Nabeta	Tyrie Stanley (Co-chair)
Sue Purchase	
Planning and Allocations Committee Members Absent:	Guests:
Nyonbeor Boley	Colleen Bjerke
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Thuan Tran	Sharlonda Pierce
MDH (Prevention) Representative:	MCHACP Staff:
None	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 February 24 meeting and proposed agenda**
 - The proposed agenda was unanimously approved.
 - The minutes were unanimously approved.

- III. Service Standards for Health Education/Risk Reduction and Referral for Health Care and Support Services**
 - Carissa Weisdorf asked the committee if members wanted a review of the service standard development process or move right into the service standards. She noted that materials were sent in advance about service standards development.
 - Tyrie Stanley asked for a review of the process since there are new committee members in attendance.
 - Carissa pointed members to the council website where the services standards are housed (<http://www.mnhivcouncil.org/standards-of-care.html>).
 - She noted that the council develops service standards for every service area that Ryan White funds. These standards outline the elements and expectations a provider is expected to follow when delivering a specific service. In addition, the standards include measures which are used to ensure the standards are met.
 - Larry McPherson asked how often the committee reviews the service standards.
 - Carissa noted that HRSA requires the standards be reviewed annually. The process used by the council is to annually put each service area into three “buckets.”
 - Bucket 1: No changes required
 - Bucket 2: Minimal wording changes that don’t affect service delivery

- Bucket 3: Requires extensive revision which goes through the Standards Development Process
(http://www.mnhivcouncil.org/uploads/3/4/7/5/34759483/2016.06.30_standards_development_process.pdf)
 - Colleen Bjerke noted that every standard is reviewed annually, and the council just recently approved the annual review of service standards in March.
- Colleen then presented and reviewed the Health Education/Risk Reduction (HERR) service standard.
 - The first changes made were small grammatical changes.
 - Change # 1: The curriculum needs to be reviewed and approved by the contract manager before it is delivered.
 - Change # 2: The word evaluation was replaced with assessment.
 - Change # 3: HERR may be delivered in large or small groups or individual sessions. Subrecipients may use experts to deliver curriculum and provide the expert's bio that reflects expertise. Documentation of participation in groups or individual sessions in CAREWare, a group sign-in sheet on file, proof of approved curriculum by contact manager and documentation of expertise on file is required.
 - Change # 4: Staff qualifications was condensed to include "bachelor's degree plus one-year HIV experience" and "two years' experience in HIV prevention or care."
 - Paul Skrbec suggested placing "two years' experience in HIV prevention or care" first followed by: "bachelor's degree plus one-year HIV experience." Listing a degree first may discourage some qualified applicants from applying.
 - Tyrie Stanley asked if the two years' experience requirement also applies to grants managed by Hennepin County or is a waiver still required from DHS.
 - Colleen explained that these standards are jointly agreed upon by Hennepin County and DHS; Thuan Tran agreed with Colleen and noted the Hennepin County and DHS are on the same page.
 - Change # 5: section 4.2 listed competencies that staff in this position are required to have. Rather than list out topics for each competency, the list of topics will be referenced in section one. The list of qualities under communications will be removed and replaced with, "Program staff leading group sessions must have group facilitation training and experience."
- Colleen then introduced the Referral for Health Care and Supportive Services.
 - She mentioned that this is a newly developed standard, unlike the previously discussed service standard which was a revision.
 - Mary McCarthy asked if this standard applies to SSP linkage programs as well.
 - Colleen confirmed that no it doesn't. SSP programs are MDH funded programs and Ryan White and rebate are not allowed to fund SSPs.
 - Larry McPherson asked Colleen if she will be speaking on Clinical Quality Management (CQM) standards as well.

- Thuan mentioned that the CQM universal standards go through the quality committee since they are not service specific standards.
- Colleen mentioned that the service standards are reviewed annually by the council.
- Thuan asked Larry if his question was answered and if he had any additional questions regarding any of the CQM processes or would like more detail to reach out to him.
- Tyrie Stanley asked if any committee member had any objections to accepting Paul's suggestion of placing "two years' experience in HIV prevention or care" first, followed with: "bachelor's degree plus one-year HIV experience" in the position requirements. No committee members objected to this recommendation.
 - **MOTION:** Paul Skrbec moved to accept the Health Education and Risk Reduction (HERR) and Referral for Health Care service standards as presented with the one suggested change to list "two years' experience in HIV prevention or care" first, followed with, "bachelor's degree plus one-year HIV experience" for the HERR service standard. The motioned was seconded by Larry McPherson. Carissa noted that Jeremy Stadelman has a conflict of interest and needs to step away before the vote. Richard Puella placed Jeremy in a breakout room. **VOTE:** The motion carried unanimously and will be forwarded to the Executive Committee for approval.

IV. Co-chair election:

- Carissa displayed the, "Committee Co-Chair Position Description" for the committee and reviewed the roles and responsibilities.
- Larry McPherson encouraged the new members to nominate themselves for the position.
- Tyrie Stanley called for nominations.
 - Larry McPherson and Tyrie Stanley and Paul Skrbec were nominated.
 - Paul Skrbec declined his nomination.
 - By acclamation, Larry McPherson and Tyrie Staley were nominated to serve as co-chairs.

V. Review work plan

- Carissa reviewed the FY 2021 workplan for the committee.
- She noted that a major task for the committee this year is going to be the development of the integrated plan, and the guidance for the intergrated plan is expected to be released in June.

VI. New Business/Unfinished Business:

- Carissa asked if the committee would like to continue sending an unaligned member to the standards input meetings, or would the committee like to have a staff member report back to the committee.
- The committee agreed to keep it as is and have an unaligned member attend the standards input meetings.

VII. Agenda for next meeting:

- **MOTION:** Larry McPherson moved that the committee cancel the June meeting and reconvene in July. The motion was seconded by Mary McCarthy. No debate. **VOTE:** the motion carried unanimously.

VIII. Announcements:

- No announcements were made.

IX. Adjourn: Meeting adjourned at 11:07 a.m.

Meeting Summary

- The committee reviewed and approved the Health Education/Risk Reduction service standard and forwarded it to the Executive Committee.
- The committee reviewed and approved Referral for Health Care and Support Services service standard and forwarded it to the Executive Committee.
- The committee elected Tyrie Stanley and Larry McPherson as the new committee co-chairs.
- The committee agreed to cancel the June meeting and will reconvene in July.

Documents distributed before the meeting:

- Proposed agenda
- February 24 meeting minutes
- Planning & Allocations Committee co-chair position description
- FY2021 PAC workplan
- Standards development process checklist
- Health Education/Risk Reduction (HERR) standards
- Referral for Health Care and Supportive Services standards

RP/cw