

ATTACHMENT 1. Staffing Plan with Position Descriptions and Bio Sketches for the Minneapolis-St. Paul TGA Part A Program – FY2018

Staff for the Minneapolis-St. Paul TGA (MSP-TGA) Part A program includes a total of 6.4 full-time equivalent (FTE) personnel. Staff administer the Part A grant funds including procurement of HIV services, support the Minnesota Council for HIV/AIDS Care and Prevention (MCHACP), meet Part A grant conditions of award and reporting requirements, coordinate funding and service delivery with Parts B, C, D and F grantees, and manage quality improvement of funded services.

Administrative (3.8 FTE) and Planning Council Staff (1.0 FTE) - Administrative staff manages contracts with contracted service providers, submits annual grant applications and meets grant conditions of award and reporting requirements. Council staff supports all MCHACP activities related to the prioritization and allocation of funds, assessment of needs including those of disproportionately affected and emerging populations, monitoring of comprehensive plan goals and assessment of the administrative mechanism.

- **Public Health Director–Susan Palchick, PhD, MPH (0.1 FTE)**. Directs Hennepin County’s Public Health Department which houses the Part A grant recipient office. Ensures all aspects of Part A grant administration are carried out and supervises the Public Health Administration Manager. Dr. Palchick received her MPH and PhD from the University of California, Davis and has served as the Hennepin County Public Health Director since 2012.
- **Ryan White Community Health Program Supervisor–Jonathan Hanft, PhD (0.9 FTE)**. Manages the Ryan White Unit within the Public Health Department and supervises administrative, Council and Quality Management staff. Dr. Hanft reports to the Public Health Administration Manager and has served as Hennepin County’s lead Ryan White staff since 2002. He has 29 years of experience delivering HIV services and administering state case management and Part A funds. Dr. Hanft has a PhD in Agronomy from the University of Minnesota.
- **HIV Services Planner/Principal Planning Analyst – Thuan Tran, MA (0.9 FTE)**. Manages programmatic aspects of Ryan White Part A and MAI service delivery and procurement including development of service delivery standards, process measures, report formats and requests for proposals. Develops trainings and provides technical assistance for Ryan White Part A providers. Monitors adherence to HRSA/HAB monitoring standards and prepares reports to meet grant conditions of award. Employs a community participatory approach to convene and support disparities elimination work groups to inform strategies to meet the health and support service needs of disproportionately impacted communities. Mr. Tran received a MA in Asian American Studies and Public Policy from UCLA and a Master’s Degree in Public and Non-profit Administration from Metro State University. Prior to joining the Ryan White Program in 2008, he was a STI/HIV Disease Intervention Specialist for the Minnesota Department of Health and an HIV services contract manager for the Orange County Health Care Agency.
- **Ryan White Program Intern – Emma Boyce, MS (0.15 FTE)**. Engage Liberian faith and civic leaders to promote HIV testing and care and mobilize their congregants and constituents to reduce HIV stigma and support community members who are living with HIV. Ms. Boyce has dual Master’s of Science Degrees in Developmental and Stem Cell Biology and Pharmacy and Pharmaceutical Science and is pursuing a Doctorate in Public Health at Capella University.
- **Ryan White Program Office Specialist/Office Specialist III – Health and Human Services Office Support Pool (0.15)**. Provides administrative support for Part A grant management. Schedules and prepares materials for subrecipient and other stakeholder meetings, reconciles financial subrecipient invoice workbooks, organizes and formats subrecipient e-newsletters.
- **Senior Contract Services Analyst and Contract Services Analyst – Mona Deoferio, MBA (0.7 FTE), Walter Urey, BA (0.4 FTE)**. Ensures that all HIV service contracts comply with HAB

monitoring standards and Hennepin County's contracting policies and procedures, and processes contracts for approval by the Board of Commissioners and County Administrator. Assure subrecipient contract compliance through annual site visits and fiscal audits conducted with the HIV Services and Quality Management staff. Ms. Deoferio has an MBA from the University of Northwestern and has managed human services contracts for Hennepin County since 2016. Mr. Urey holds a BA in Business Management from Metropolitan State University.

- Quality Management Coordinator/Principal Planning Analyst-Anika Kaleewoun, MPP (0.1 FTE). Leads preparation of annual Part A grant application. *See bio sketch below.*
- Data and Outcomes Evaluation Coordinator/Principal Planning Analyst - Aaron Peterson, BS (0.4 FTE). Manages all Ryan White Program data systems for collection of client-level and financial data. Implements the TGA's client-level outcomes measurement system to evaluate the impact of Part A funded services. Analyzes client-level performance measurement data, needs assessments, outcome results, unmet need estimates, expenditure and epidemiological data used for program planning and evaluation. *See bio sketch below.*
- Minnesota Council for HIV/AIDS Care and Prevention (MCHACP) Coordinator/Principal Planning Analyst – Carissa Weisdorf (0.5 FTE), BA. Lead staff for the MSP-TGA's Part A, Minnesota's Part B and Minnesota's HIV prevention integrated community planning body (0.5 FTE funded by Part B and CDC Prevention grants). Supports all aspects of Council activities including: operations; establishing processes for service prioritization and allocation of funds; monitoring compliance with Council bylaws and Section 2602 of the Ryan White Act; and member recruitment and training. Coaches Council co-chairs and members on effective facilitation of meetings and leadership development. Provides work direction for the Council's Administrative Specialist. Ms. Weisdorf joined Hennepin County's Ryan White Program in May 2014. She received her BA from the University of Oregon in Anthropology in 2004 and served as the Council's Administrative Specialist for two years and six months.
- Minnesota Council for HIV/AIDS Care and Prevention Administrative Specialist/Principal Office Specialist – Jeremy Stadelman, MPP (0.5 FTE). Provides logistical support for all Council operations. Prepares materials for committee and full Council meetings, takes and distributes meeting minutes, maintains the Council's website and Facebook page, assists in member recruitment, orientation and training, monitors Council member reimbursement expenditures and manages all Council records. Mr. Stadelman has a Master's degree in Public Policy from George Washington University and previously served as Executive Assistant to the Dean of the School of Education at the University of California, Berkeley.

Clinical Quality Management Staff (1.6 FTE) – Quality management (QM) staff provide leadership in monitoring and improving the quality of Part A funded services. QM personnel develop and implement the Part A annual QM plan, convene the QM Advisory Committee, coordinate quality efforts with other grantees, measure client level service outcomes and measure performance.

- Ryan White Community Health Program Supervisor – Jonathan Hanft, PhD (0.1 FTE). Supervises the Part A Quality Coordinator. *See bio-sketch above.*
- Ryan White Quality Coordinator/ Pr. Planning Analyst – Anika Kaleewoun, MPP (0.9 FTE). Leads the MSP-TGA's quality initiative. The Quality Coordinator facilitates CQM activities as a collaborative effort across Ryan White Parts to develop strategies to ensure HIV care is provided in accordance with Public Health Service HIV treatment guidelines and HIV services standards of care. Adapts fundamentals of quality improvement planning and the National Quality Center curriculum to meet the training needs of service providers. Ms. Kaleewoun joined the Ryan White Program in June 2016. Previously she worked on civic engagement and leadership development

efforts in Minnesota and managed holistic community-led development projects in East Africa focusing on women living with HIV. Ms. Kaleewoun received her Master's in Global Public Policy and Program Evaluation from the University of Minnesota.

- Ryan White Data and Outcomes Evaluation Coordinator /Principal Planning Analyst – Aaron Peterson, BS (0.5 FTE). Manages all Ryan White Program data systems for collection of performance measurement data. Implements the TGA's client-level outcomes measurement system to evaluate the impact of funded services to inform CQM activities. Prepares client-level performance measurement reports for QMAC and for Part A recipient and subrecipient CQM plan monitoring and evaluation. Aaron Peterson has a BS in Mathematics from South Dakota State University. Prior to joining the Ryan White Program in February 2017, he was Executive Director of the Healing Words Foundation of South Dakota.

- Ryan White Program Office Specialist/Office Specialist III – Health and Human Services Office Support Pool (0.10). Provides clerical support for CQM program activities. Schedules and prepares materials for QMAC and QLC meetings and subrecipient quality improvement training and technical assistance.