

**Planning and Allocations Committee**  
**(Microsoft Teams Meeting)**  
**June 24, 2020**  
**9:30 am – 11:30 am**  
**Meeting Summary/Minutes**

<b>Planning and Allocations Committee Members Present:</b>	
Andrew Bauman	Florence Kulubya – Nabeta
Michael Brooks	Austin Phillips
Mary McCarthy	Tyrie Stanley (co-chair)
Larry McPherson (co-chair)	
<b>Planning and Allocations Committee Members Absent:</b>	
<b>Guests:</b>	
Jessie Saavedra	Aaron Peterson
Linda Hoskins	Gayle Caruso
Colleen Bjerke	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Thuan Tran	Sharlonda Pierce
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Staff:</b>
McKinzie Woelfel	Carissa Weisdorf, Council Coordinator
	Richard Puella, Administrative Specialist (minutes)

**Quorum? YES**

**I. Welcome & Introductions:** Tyrie Stanley called the meeting to order at 10:00am, and introductions were made.

**II. Review, approval of February meeting minutes and proposed agenda:** The Agenda and minutes were approved by unanimous consent.

**III. Part A Minority AIDS Initiative (MAI) allocation recommendations from Disparities Elimination Committee:**

- Carissa Weisdorf presented an allocation proposal for MAI from the Disparities Elimination Committee (DEC). DEC had decided to continue to fund two services categories that target black and Latino communities, Medical Case Management & Outpatient/Ambulatory Services. However, this year DEC decided to make a change, and put \$150,000 into Emergency Financial Assistance (EFA). Last Thursday the committee approved to allocate \$100,000 to Outpatient Ambulatory Health Services, and \$123,852 to Medical Case Management and \$150,000 to EFA. After the DEC meeting Carissa became aware of an error, and the actual allocation amount was \$336,219, so the committee over allocated \$37,633. She feels that this will need to go back to DEC for discussion on what to do considering the error.
- Carissa noted that if the committee would like to go with the recommendation, PAC will need to make decisions on moving funding from other support services back into Outpatient/Ambulatory Health Services and Medical Case Management. This is because for the past five years, Part A has been applying for a waiver for the requirement to have 75% of our funding go to core medical services. In order to apply for that waiver, Part A and the planning council needs to prove that there is availability of core medical services and accessibility within 30 days.

- Michael Brooks asked if the money that was taken from Outpatient/Ambulatory Services and Medical Case Management was being fully spent or was it excess funds. Thuan Tran, explained that there are lags in billing from Outpatient/Ambulatory, and last year Medical Case Management had staff turnover so there was carryover.
- Tyrie Stanley asked when the deadline was before a decision needs to be made. Thuan explained that an allocation proposal from the council needs to be received by the end of July in order to move forward with the annual grant application. Aaron Peterson referenced the SARS Dashboard that can be accessed from the council website, which can be used to answer most budget questions.
- Colleen Bjerke mentioned that Part B put out a request for proposal (RFP) for the Emergency Financial Assistance (EFA) service area in October 2019 and has allocated an additional \$100,000 more than what was requested. She also mentioned that Home delivered meals' budget has been increased by roughly \$160,000. She noted that there has been a significant increase in basic needs funding and is not aware of any of services requesting more funding. Carissa mentioned that the Disparities Elimination Committee was not aware of that information when making the decision to fund EFA.
- Tyrie Stanley opened the floor for discussion on whether to accept the recommendation, change it or send it back. Mary McCarthy moved to send this proposal back to DEC with the additional information provided by DHS regarding EFA and ask to review and resubmit. The motion was seconded by Larry McPherson. Austin Phillips agreed that most of the monies DEC allocated to EFA should be returned to the other categories, since it appears that EFA is not in need of extra funding. With six ayes, the motion passes.

- **IV. Medical Case Management services standards**

*Gayle Caruso, DHS HIV Community Services Unit:*

- Gayle Caruso presented on the changes to the Medical Case Management Standards from the 2013 standards, which was a collaborative effort with this committee, Hennepin County and the Department of Human Services.
- Tyrie Stanley opened the floor up for discussion. Carissa reminded the committee that once a motion is made for these standards, all of those who have a conflict of interest with this service area to please step off the call and rejoin once voting and debate have ended.
- Larry McPherson moved to adopt the Medical Case Management Service Standards and it was seconded by Michael Brooks. No discussion or debate followed, and with five ayes the motion will be adopted and sent to the Executive Committee for review.

- **V. Developing directives training:**

- Carissa Weisdorf led a discussion/training regarding a developing directives training. She explained that this was put on the PAC workplan early in the year in preparation for the priority setting and resource allocation process. Carissa noted that on the council website there is a page for 2020 PSRA (priority setting and resource allocation) and this will house useful information about the process that the council is currently in. Carissa reminded the committee to be mindful that there are costs of implementing a directive, so it needs to be included in the allocation for the affected services category. Adding funds to one services category may require reducing funds to another services category.
- Michael Brooks questioned if a directive was to be developed and adopted would it also affect Part B and greater Minnesota. Carissa explained that since the language is a directive, and the recipient must follow it to the best of their ability, this would only apply to Part A (TGA).
- Michael asked if Part B can use the directive tool like Part A and what would the process be for greater Minnesota. Carissa invited the representative from Part B to speak on Michael's question.

Sharlonda Pierce explained that to her knowledge DHS has never not moved forward with any recommendation that has been brought from the council. Being sure to note that all recommendations would be taken to DHS leadership for review.

- Carissa noted a function that the council is working on to reach greater Minnesota would be the comprehensive needs assessment. Currently the council is implementing a survey of over 660 Minnesotans throughout the state asking what the needs are. Work on the survey is underway and interns have been onboarded to help conduct phone interviews. Carissa will email the needs assessment survey link to the entire committee.

**VI. Process for electing co-chairs:**

- Tyrie Stanley asked the committee how it would like to go about electing new co-chairs. Carissa stated that if there are only two people running then they would be automatically elected. Michael Brooks moved to accept two new co-chairs through virtual election. Larry McPherson seconded the motion. No debate followed, and with five ayes the motion passes.

**VII. Co-chair election:**

- Michael Brooks, Andrew Bauman and Florence Kulubya – Nabeta were nominated for co-chairs. Florence respectfully declined the nomination. Michael and Andrew accepted their nomination. Larry McPherson moved to elect Michael Brooks and Andrew Bauman as the new co-chairs of Planning and Allocation Committee and was seconded by Florence Kulubya - Nabeta. With five ayes the motion is adopted pending the approval of Executive Committee and full council.

**VIII. Review FY 2020 work plan:**

- Tyrie Stanley mentioned that the Executive Committee absorbed some of Planning and Allocations work since they hadn't met since February. There were no changes to the existing workplan.

**IX. New Business / Unfinished Business:**

- No new business or unfinished business was discussed.

**X. Agenda for next meeting:** Carissa suggested using the work plan to set the agenda for the next meeting. Tyrie asked to put the MAI decision that is being sent back to DEC on the next agenda.

**XI. Announcements:** No Announcements were made

**XII. Moment of Silence:** Tyrie Stanley asked for a moment of silence and for everyone to mute themselves for the last five minutes of the meeting.

**XIII. Adjourn:** Meeting was adjourned at 11:30am

RP/cw