

**Planning and Allocations Committee**  
**Wednesday, January 26, 2022**  
**9:30 – 10:30 a.m.**  
**Microsoft Teams Meeting**  
**Meeting Minutes**

<b>Committee Members Present:</b>	
Tyrie Stanley (co-chair)	Florence Kulubya-Nabeta
Larry McPherson (co-chair)	Annalise Jackson
Paul Skrbec	Mary McCarthy
Sue Purchase	
<b>Committee Members Absent:</b>	
Nyonbeor Boley	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Thuan Tran	Thomas Blissett
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Staff:</b>
McKinzie Woelfel	Rhoda Chaffe, temporary admin. specialist (minutes)

**Quorum? Yes**

**I. Welcome and introductions**

- McKinzie Woelfel, council co-chair and MDH representative, called the meeting to order at 9:33 a.m. as requested by Tyrie Stanley. Introductions were made.
  - Annalise Jackson announced that she is the head nurse at Clinic 555, and this was her first time attending a Planning and Allocations Committee meeting as a new council and committee member. She expressed that she is looking forward to being part of the important work of the committee.

**II. Review and approval of November 24 minutes and proposed agenda**

- The November 24 minutes were approved as printed.
- The proposed agenda was approved as printed.

**III. Annual Review of Service Standards**

- Thuan Tran displayed the **Annual Review of Service Standards** document and prefaced the discussion stating that it was an update and not an action item that requires a vote; HRSA requires an annual review of service standards. Suggestions/ concerns were welcomed for consideration as potential changes for the Standards Review Committee. Buckets one, two and three were reviewed.
- Bucket three review:
  - Reviews of outpatient/ ambulatory health services standards as well as early intervention services were completed on 12/14/21.
  - The committee was updated on their recommendation to prioritize advanced rapid response, food bank home delivered meals, referral for health care supportive services and health education/ risk reduction was completed in 2021.

- Home and community based health services and substance abuse services/ outpatient were scheduled for 2021 but were moved to 2022 due to prioritization of outpatient/ ambulatory health services and early intervention services by this committee. They will be conducting research across best practices and what's working and happening in the United States around clients advancing in the care continuum as well as looking at health equity and outcomes.
- Bucket two review:
  - Psychosocial support: They are looking for any changes that need to occur. Thuan reiterated that Bucket 2 items are generally minimal wording changes, but things can emerge and then they move to bucket 3. Local or national changes will be brought to the attention of PAC. For now, psychosocial support remains in Bucket 2.
  - Universal Standards are on hold. Thuan summarized that service-specific standards go through the council; universal standards go to QMAC because they apply to all services prioritized and funded by the council.
- Bucket one review:
  - Little or no changes are anticipated as they are up to date with service standards. Following a quick review, these service standards are moved to slate for the PAC and council to approve.
- Thuan summarized each bucket review:
  - Bucket one revealed no urgent changes.
  - Bucket two identified minimal wording changes.
  - Bucket three was an intensive review of suggestions/ recommendations from the Planning and Allocations Committee (PAC), MCHACP (council) and an opportunity for committees to bring up changes in best practice or advancements in treatment and care.
- Thuan reiterated that the Annual Review of Service Standards was a quick update as it was not possible to review all service standards in one year.
- Thuan opened the floor to questions; there were no questions. The committee was informed to provide any questions to Carissa Weisdorf after the meeting.

#### IV. Committee co-chair succession planning

- Tyrie Stanley announced that the committee co-chair term ends in March.
- McKinzie Woelfel prefaced the discussion informing the committee that two co-chairs are needed for one-year terms, and they can run for two consecutive years.
  - McKinzie Woelfel referred to the **Planning and Allocations Committee Co-Chair Position Description** document and provided a review of the committee co-chair role and responsibilities. The committee was apprised of the required qualifications:
- McKinzie opened the floor for committee for co-chair interest/ nominations and emphasized that new members could run.
  - Larry self-nominated himself
  - Tyrie Stanley reminded the committee that there is time to think about it, but he would stay on as committee co-chair if no one else was interested.

- McKinzie encouraged anyone who was interested in the committee co-chair position to reach out to one of the co-chairs and/ Carissa Weisdorf with any questions.

**V. New Business / Unfinished Business**

- None.

**VI. Set agenda for the next meeting**

- McKinzie Woelfel queried the committee for updates to the ***FY 2021 Planning and Allocations Workplan***; no updates were reported.
- **MOTION:** Mary McCarthy moved to cancel the February Planning and Allocations meeting due to a lack of agenda items and to let the staff and co-chairs set the agenda for the next scheduled meeting. It was seconded.
  - McKinzie read the motion; the Motion passed unanimously.

**VII. Announcements**

- McKinzie Woelfel opened the floor for announcements.

**VIII. Adjourn:**

- McKinzie adjourned at the meeting at 9:58 a.m.

**Meeting Summary**

- Thuan Tran displayed and provided an overview of the ***Annual Review of Service Standards*** that included a review of each bucket.
- The ***Planning and Allocations Committee Co-Chair Position Description*** document was discussed and provided a review of the committee co-chair role and responsibilities and required qualifications McKinzie opened the floor for committee for co-chair interest/ nominations and emphasized that new members could apply. Larry self-nominated for a one-year term. Tyrie Stanley reminded the committee that there is time to think about it, but he would stay on as committee co-chair if no one else was interested
- A motion was made to cancel the February Planning and Allocations Committee meeting due to a lack of agenda items; it passed unanimously.

**Documents distributed before the meeting:**

- Proposed agenda for the January 26 meeting
- Minutes from the November 24 meeting
- Annual Review of Service Standards
- Planning and Allocations Committee Co-Chair Position Description
- FY 2021 PAC Workplan

**Additional Documents displayed during the meeting:**

- None.

**RC/cw**