

**Planning and Allocations Committee**  
**Wednesday, March 23, 2022**  
**9:30 – 11:30 a.m.**  
**Microsoft Teams Meeting**  
**Meeting Minutes**

<b>Committee Members Present:</b>	
Nyonbeor Boley	Sue Purchase
Annalise Jackson	Paul Skrbec
Mary McCarthy	Tyrie Stanley (co-chair)
Larry McPherson (co-chair)	
<b>Committee Members Absent:</b>	
Florence Kulubya-Nabeta	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
None	Thomas Blissett
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Staff:</b>
McKinzie Woelfel	Carissa Weisdorf, Coordinator
	Bryan Bick, Administrative Specialist (minutes)

**Quorum? Yes**

**I. Welcome and introductions**

- Larry McPherson called the meeting to order at 9:31 a.m. Introductions were made.

**II. Review and approval of January 26 minutes and proposed agenda**

- The January 26 minutes were reviewed and approved as printed.
- The proposed agenda was reviewed and approved as printed.

**III. Priority setting and resource allocation (PSRA) kick-off**

- Carissa Weisdorf introduced the priority setting and resource allocation process.
  - Carissa shared a link to a recent Planning CHATT webinar called Virtual and Hybrid Priority Setting and Resource Allocation (PSRA). She said it was a good overview of PSRA and reviewed the history of why this responsibility is given to the community. It can be viewed at <http://targethiv.org/planning-chatt/virtual-psra-webinar>.
  - Carissa presented the **Planning CHATT Priority Setting and Resource Allocation** training module.
    - Paul Skrbec expressed concern that service providers who receive Ryan White funding do not demographically reflect their clients. He said the PSRA process should work to reduce disparities by addressing this.
    - Carissa said that could be an example of a directive for Part A and a recommendation for Part B that the council could give.
    - Tyrie Stanley added that the Part A Quality Management Advisory Committee works with providers to address service disparities and advised interested committee members to join.

- McKinzie Woelfel added that Priority Setting and Resource Allocation (PSRA) is separate from the Request for Proposals (RFP) process that is used to select which providers receive funding and the council cannot be involved in any aspect of provider selection.
  - Carissa Weisdorf shared a link to the **Ryan White Program Universal Standards** which includes cultural responsiveness standards, although they do not include specific language about the demographic makeup of staff. Carissa invited Paul to draft proposed language for a possible council directive.
  - Thomas Blissett shared that the Department of Human Services recently included an equity questionnaire in its latest RFP that focused on the staff and the leadership of responding agencies.
  - Carissa offered to see if other planning councils have created directives about the reflectiveness of staff who are providing services.
- Carissa shared the **Resource Allocation Process for Ryan White HIV/AIDS Program Funds** document. The Health Resources and Services Administration (HRSA) recommends that councils regularly review their process for resource allocation.
  - Mary McCarthy expressed concern that 2021 might show less utilization because some services were limited by COVID. She asked if this will be a consideration when the council conducts its PSRA process. Carissa stated the council will work with recipients to get data on why certain services may be underspent and if COVID was a factor.
  - Tyrie Stanley asked why Part A funding has been decreasing over the last few years. Carissa stated that Hennepin County Ryan White has scored highly on every Part A grant application, but Jonathan Hanft guessed other jurisdictions may have had greater need. Carissa said this would be a good question for our HRSA project officer, and that the Part A allocations was just passed by Congress with a slight increase so this TGA may see an increase as well.
  - **MOTION:** Mary McCarthy moved that the Resource Allocation Process for Ryan White HIV/AIDS Program Funds be approved as presented. It was seconded. No further discussion. **VOTE:** A voice vote was conducted. The motion carried unanimously.
- Carissa Weisdorf led a planning discussion for the allocations process in August 2022.
  - Carissa reminded the Planning and Allocations Committee of the allocations process from 2020. That year the council decided to separate the process into two meetings in August.
  - Mary McCarthy asked when the data that inform PSRA are reviewed. Carissa said it will be reviewed prior to the August meetings. Mary agreed that two meetings should be enough time to complete the PSRA process since data review will happen before those meetings.
  - Larry McPherson asked how many new members have been brought on this year and recalled that some new council members did not seem fully up-to-speed two years ago. He felt that more time might be necessary.
  - Sue Purchase stated the council needs enough time to get a good understanding of harm reduction policies and how federal politics impact HIV prevention and services.

- Tyrie Stanley expressed support for two meetings. He was concerned people might miss council meetings and become out of compliance with the attendance policy if there are more than two in a month.
- Sue asked if more targeted education could happen through the Membership and Training Committee instead of using additional time in August to do it.
- Carissa Weisdorf said part of the conversation today is what preparation the council will need to be ready in August. Those items can be added to the council workplan.
- Mary McCarthy stated that if the August meetings are going to be in person, they might need to be longer than two hours because people will be seeing each other face-to-face and engaging in more discussion. She asked that the meetings not start too early in the day, keeping in mind that council members will be coming from across the state.
- Carissa Weisdorf displayed and reviewed the **Results of 2020 PSRA Evaluation**.
  - Mary asked if a question could be added to the next evaluation about how many times people have participated in the Priority Setting and Resource Allocation (PSRA).
  - Paul Skrbec asked if it is known whether upcoming meetings will be virtual or in person. Carissa said the plan is to always have a hybrid meeting option. She explained that the meetings cannot be in person now due to restrictions among the government entities that convene the council, but Hennepin County is launching its return to its new work situation starting in April and lasting through June. Carissa asked how in-person public meetings will fit and is waiting on a response.
  - Carissa asked if PSRA role-playing exercises would be helpful for the council. Larry McPherson said he felt this would be helpful especially for new council members. Sue Purchase agreed this could a good way to discuss the HIV outbreaks in Hennepin and Ramsey Counties and in the Duluth area.
  - Carissa said the Planning and Allocations Committee will review the priority setting instrument that the council uses in May. She added that more training for the council can be offered during the Planning and Allocations Committee report on the council agenda, or during the council staff's update.
  - Sue Purchase asked if materials to help council members prepare can be sent out before meetings. Carissa said materials can be sent to her and she will pass them on.
  - Carissa asked if the committee felt two three-hour meetings would be appropriate. The committee agreed they did not want meetings to go longer than three hours.
  - Carissa explained that an outside facilitator has been used in the past for the PSRA meetings and the co-chairs have agreed to have Beth Zemsky facilitate again.
- Carissa Weisdorf explained the fundable service areas and reminded the committee she had emailed **PCN #16-02 (Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds)** prior to the meeting. Carissa explained that in the past the council has prioritized all service areas.

#### IV. Committee co-chair election

- The **Planning and Allocations Committee Co-Chair Position Description** was displayed.

- Larry McPherson said he and Tyrie Stanley would continue as co-chairs if no one else was interested. He described his experience as committee co-chair and asked if any other members of the committee were interested in running.
- Carissa explained that if there are two nominees and they both meet the co-chair criteria they can be elected by acclamation. Larry asked if there were any objections to he and Tyrie being elected to serve another term as co-chairs of the committee. There were no objections and Tyrie and Larry were elected by acclamation.

**V. Review work plan**

- Carissa Weisdorf displayed the ***FY 2022 PAC Workplan***. She explained that it currently includes the roles and responsibilities of this committee as defined in the bylaws, and additional items can be added now or throughout the year.
- Carissa said that integrated plan development will be added to this committee's workplan down the road.
- Mary McCarthy asked if reviewing the results of this year's Priority Setting and Resource Allocation survey could be added to the workplan. Carissa added that to August, or it could possibly go in September so council members have more time to respond to the survey.

**VI. Unfinished Business / New Business**

- No unfinished business was discussed; no new business was brought forward.

**VII. Set agenda for next meeting**

- Carissa Weisdorf stated she will place the April items from the ***FY 2022 PAC Workplan*** on the agenda for April, including training on directives and adjusting the allocations if needed based on the actual grant award.

**VIII. Announcements**

- None

**IX. Adjourn**

- Larry McPherson adjourned at the meeting at 11:32 a.m.

**Meeting Summary**

- The Planning and Allocations Committee kicked off its preparation work for the Priority Setting and Resource Allocation (PSRA) process. Carissa Weisdorf provided training, and the committee agreed to use the same Resource Allocation Process for Ryan White HIV/AIDS Program Funds as last cycle.
- The committee agreed to plan for two council meetings of no longer than three hours each to complete the PSRA process.
- Larry McPherson and Tyrie Stanley were elected by acclamation to serve as committee co-chairs.
- The FY 2022 PAC Workplan was reviewed.

**Documents distributed before the meeting:**

- Proposed agenda for the March 23 meeting
- Minutes from the January 26 meeting
- Priority Setting and Resource Allocations, RWHAP Part A Planning Council Primer
- Resource Allocation Process for Ryan White HIV/AIDS Program Funds
- PCN #16-02 (Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds)
- Results of 2020 PSRA Evaluation
- Planning and Allocations Committee Co-Chair Position Description
- FY 2022 PAC Workplan

**Additional Documents displayed during the meeting:**

- Planning CHATT Priority Setting and Resource Allocation training module

**BB/cw**