

Planning and Allocations Committee
Wednesday, April 27, 2022
9:30 – 11:00 a.m.
Microsoft Teams Meeting
Meeting Minutes

Committee Members Present:	
Nyonbeor Boley	Sue Purchase
Annalise Jackson	Paul Skrbec
Mary McCarthy	Florence Kulubya-Nabeta
Larry McPherson (co-chair)	
Committee Members Absent:	
Tyrie Stanley (co-chair)	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
None	Thomas Blissett
MDH (Prevention) Representative:	MCHACP Staff:
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.
- Larry led the committee in reading the guiding principles.

II. Review and approval of March 23 minutes and proposed agenda

- The March 23 minutes were reviewed and approved as printed.
- The proposed agenda was reviewed and approved as printed.

III. Developing directives training

- Carissa Weisdorf presented **Planning CHATT Module 5: Priority Setting and Resource Allocation**. She reminded the committee to refer to the RWHAP Part A PC/PB Training Guide Quick Reference Handout 5.2: Directives that was sent via email prior to the meeting.
- Carissa displayed the **Resource Allocation Process for Ryan White HIV/AIDS Program Funds**.
 - The process states that the council is the decision maker for Ryan White HIV/AIDS Program Part A funds and directives.
 - The council provides recommendations for Ryan White HIV/AIDS Program Part B funds.

IV. Discuss possible directives: Larry McPherson asked if any committee members had possible directives to discuss.

- A committee member asked if a directive could be used to instruct providers to demonstrate ability to offer culturally sensitive services and to serve diverse clients.
 - Carissa Weisdorf said in creating a directive, we need to look at the data to demonstrate the need for a directive and any directive should be clear about what it is asking for and what the potential implications would be.
 - At the next meeting, a Part A representative can speak more about what is currently being done at the administration-level about this concern, such as the cultural responsiveness standards and the RFP process. Last month Part B informed the committee about the Department of Human Services' recent request for proposal (RFP) that included a health equity component.
- Carissa added that a goal or action regarding a more diverse HIV workforce that reflects priority populations could be part of the upcoming integrated plan.
- A committee member asked for clarity on the council's role in giving guidance on how to address disparities in the state.
 - Carissa explained that directives can be used to ensure appropriate services for specific target populations. She also explained that a directive should consider whether to address a specific service area or if it should be written broadly to apply to all Ryan White service areas.
 - A committee member responded this directive should be targeted to prevention especially.
- McKinzie Woelfel had presented information about the Minnesota Department of Health's (MDH) request for proposal to the Disparities Elimination Committee (DEC). She recapped the discussion from the April DEC meeting.
 - DEC had raised concerns that HIV testing services were being delivered to priority populations without considering the overall needs of those populations.
 - Sue Purchase stated that her organization has been working on a point-in-time survey with people who use drugs. She said she hopes to have data to report soon. McKinzie said MDH would like to have that information as it writes the activity components of the RFP.
 - McKinzie explained that the funding from the Centers for Disease Control and Prevention (CDC) has very specific parameters. McKinzie said her team would like to use data from the current HIV outbreaks to inform the RFP, in addition to incidence and prevalence data.
 - McKinzie added that the last request for proposal (RFP) for HIV testing, syringe services programs (SSPs) and PrEP took place in 2017. A couple years later the Minnesota Department of Health (MDH) received early intervention services (EIS) funding from the Minnesota Department of Human Services (DHS) and certain populations got oversaturated. This time funding from the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Human Services and state funding are all coming at same time so there can be better coordination.
 - McKinzie said grantees have reported that testing requirements were too strict. 75% of testing had to be among priority populations, but that was challenging when agencies wanted to conduct outreach events. The Minnesota Department of Health is looking at changing that percentage to 55%.

V. Priority setting and resource allocation service area list

- Carissa Weisdorf explained that the Planning and Allocations Committee forwards the list of service areas that will be prioritized by the full council and stated that the committee has prioritized every fundable service area in the last few cycles of priority setting and resource allocation (PSRA).
- Recent guidance from the Health Resources and Services Administration (HRSA) said that planning councils must prioritize all the service areas so there is flexibility if the care system changes between PSRA cycles.
- It was asked how prioritizing all the service areas would change the timeline of the PSRA process. Carissa said it would not because the council's current PSRA process already includes all the service areas.
- Larry McPherson asked if there was consensus among the committee to prioritize all Ryan White fundable service areas or if there were any objections. There were no objections.

VI. Integrated plan update: Carissa Weisdorf provided an updated on the integrated plan process.

- Carissa reported that a steering committee has formed to guide the work of the integrated plan and the first meeting is scheduled for April 28. She shared that council staff, the two community co-chairs of the council (Lesa Nelson and Tyrie Stanley), and staff from each of the three government agencies (MDH, DHS and the Hennepin County Ryan White Program), will serve on the steering committee. McKinzie Woelfel will serve as the MDH representative and as a council member.
- A project manager who is affiliated with the state but not an employee of any of the three government agencies will lead the work. She will propose a charter about how to convene the steering committee and a work plan will be drafted.
- The Planning and Allocations Committee will have a role in developing the goals and objectives of the integrated plan.

VII. Unfinished Business / New Business

- No unfinished business was discussed.
- No new business was discussed.

VIII. Set agenda for next meeting: Carissa Weisdorf displayed the ***FY 2022 PAC Workplan***.

- The instrument the council uses to make its service area priorities will be reviewed to make sure instructions are understandable for the council.
- A discussion of possible directives will on the agenda. Carissa invited the committee to review the guidance on directives and draft language on possible directives before the next committee meeting. She added that the integrated plan may also be an appropriate means to address concerns that were mentioned today.
- If the final Part A award for FY 2022 is received by the May meeting, this committee can make adjustments if needed.

IX. Announcements: There were no announcements.

X. Adjourn: Larry McPherson adjourned the meeting at 10:30 a.m.

Meeting Summary

- The committee received training on developing directives and then discussed possible directives.
- The committee reached consensus that it will forward the full list of fundable services to the council for prioritization.

Documents distributed before the meeting:

- Proposed agenda for the April 27 meeting
- Minutes from the March 23 meeting
- RWHAP Part A PC/PB Training Guide Quick Reference Handout 5.2: Directives
- PCN #16-02 (Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds)
- FY 2022 PAC Workplan

Additional Documents displayed during the meeting:

- Planning CHATT Module 5: Priority Setting and Resource Allocation
- Resource Allocation Process for Ryan White HIV/AIDS Program Funds

BB/cw