

**Planning and Allocations Committee**  
**Wednesday, May 25, 2022**  
**9:30 – 11:00 a.m.**  
**Microsoft Teams Meeting**  
**Meeting Minutes**

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

**Quorum? Yes**

**I. Welcome and introductions**

- Tyrie Stanley called the meeting to order at 9:33 a.m. Introductions were made.

**II. Review and approval of April 27 minutes and proposed agenda**

- The April 27 minutes were reviewed and approved as printed.
- The proposed agenda was reviewed.
  - McKinzie Woelfel asked that time for Hannah Kass-Aten and Peggy Darrett-Brewer from the Minnesota Department of Health to update the committee on the priority populations for their upcoming request for proposal be added to the agenda.
  - The agenda was approved as amended.

**III. Review prioritization instrument and instructions**

- ***MCHACP 2022 prioritization worksheet instructions*** were displayed.
- Larry McPherson led the committee in reviewing the instructions and invited committee members to ask questions.

**IV. Discuss possible directives**

- ***RWHAP Part A PC/PB Training Guide Quick Reference Handout 5.2: Directives*** was displayed.
- Larry McPherson presented the information to the committee.

**V. Integrated plan update**

- Tyrie Stanley reported that the steering committee for the integrated plan is delegating tasks amongst the government agencies and the council.
- Tyrie shared that the steering committee is assessing what data is needed and which agency is best suited to gather it.
- The steering committee is meeting every other week.

**VI. Minnesota Department of Health (MDH) presentation on *Priority Populations for 2023-2027***

- Hannah Kass-Aten presented the data that was used to determine the priority populations for MDH's request for proposal (RFP) for 2023-2027.
- Hannah agreed to email the presentation to Carissa Weisdorf to forward to the committee members who were not present at the meeting. She encouraged the committee to contact her, Peggy Darrett-Brewer, or McKinzie Woelfel with any questions.

**VII. Unfinished Business / New Business**

- No unfinished business was discussed.
- A committee member asked about Paul Skrbec's status on the council. Carissa Weisdorf clarified that he resigned. She shared that she will announce this at the next council meeting as well.

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

- Carissa shared that Part A should receive its final grant award by the end of month and hopes to see an increase.
  - Carissa stated that this committee will be asked to make post-award allocations adjustments if needed.
  - She explained that the Disparities Elimination Committee (DEC) will also look at the final award and may have suggestions for how to meet the needs of communities that are disproportionately impacted by HIV. DEC will also make allocations recommendations for Part A Minority AIDS Initiative (MAI) funds.
  - Carissa was asked what the deadline is for this process. She explained that post-award adjustments need to happen quickly so the money can be distributed to subrecipients. Part A MAI allocations are for FY 2023 and will be considered by the council in August.
- A committee member asked for an update on the Community Voices Committee (CVC).
  - Carissa said their next meeting is in July, which is before council completes priority setting and resource allocations (PSRA).
  - Tyrie Stanley asked to add a discussion of getting CVC's input into the allocations proposal to the workplan for June.
  - Sue Purchase stated she wants to get more people from the Duluth area involved in CVC. She shared that her agency is moving into the Damiano Center in July and that could allow for more engagement opportunities.
  - Carissa announced that the next CVC meeting is July 11 from 4:00 – 6:00 p.m. and people can always attend CVC meetings without being committee members.

- Carissa explained that the Community Voices Committee (CVC) meetings give context on what the council is doing, provides an open forum to people to talk about their concerns, and usually include a presentation on a topic of benefit to the community.
- Carissa said there used to be a strong contingency from the Duluth area and they would be welcome to come in person or participate virtually in CVC meetings.
- Carissa was asked if people who attend the CVC or other meetings will be reimbursed for mileage reimbursement and hotels. Carissa clarified that these expenses are being reimbursed.
- Carissa was asked about COVID policies for CVC meetings. She replied that the last CVC meeting in May was held in a hybrid format with people in person at the Aliveness Project, which required masks. The attendees wore masks when they were not consuming food.
- Carissa reminded the committee that the council reimburses for actual expenses incurred for attending meetings. She referred committee members to look at the information on expense reimbursement in the policies section of the new member binder or in the council bylaws.

**IX. Announcements:** There were no announcements.

**X. Adjourn:** Tyrie Stanley adjourned the meeting at 10:46 a.m.

### **Meeting Summary**

- The committee reviewed the prioritization instrument that the council will use for priority setting.
- The Minnesota Department of Health presented on the priority populations for its upcoming HIV prevention request for proposal (RFP).

### **Documents distributed before the meeting:**

- Proposed agenda for May 25 meeting
- Minutes from April 27 meeting
- MCHACP 2022 prioritization worksheet instructions
- RWHAP Part A PC/PB Training Guide Quick Reference Handout 5.2: Directives
- FY 2022 PAC Workplan

### **Additional Documents displayed during the meeting:**

- Minnesota Department of Health Priority Populations for 2023-2027

**BB/cw**