

Planning and Allocations Committee
Wednesday, April 26, 2023
9:30 – 11:00 a.m.
Microsoft Teams Meeting
Meeting Minutes

Committee Members Present:	
Charlene Leach	Larry McPherson (co-chair)
Annalise Jackson	Ellen Ryan
Florence Kulubya-Nabeta	Tyrie Stanley (co-chair)
Kevin Sitter	
Committee Members Absent:	
Megan Higdon	Doug Peterson
Guests:	
Eriika Etshokin, Hennepin County	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Carissa Weisdorf	Amy Miller
MDH (Prevention) Representative:	MCHACP Staff:
McKinzie Woelfel	Audra Gaikowski, Council Coordinator
	Jeremy Stadelman, Administrative Specialist (minutes)

Quorum? Yes

- I. **Welcome and introductions:** Larry McPherson called the meeting to order at 9:30 a.m. Introductions were made.

- II. **Review and approval of October 26 combined P&A, DEC, and NA&E minutes and proposed agenda**
 - The minutes were reviewed and approved as printed.
 - The proposed agenda was reviewed and approved as printed.

- III. **FY2023 Part A grant award allocations changes proposal**
 - Eriika Etshokin indicated that there was an increase of 1.1% or \$26,900 in Part A funds for FY 2023. Hennepin County is recommending that these additional funds go to services. The proposal presented to the committee is to move funds to food bank/home delivered meals, the council's forth highest ranked priority.
 - Audra displayed the ***FY 2023 Part A Food Bank/Home-Delivered Meals Allocations Increase Proposal***
 - Eriika noted that there is a funding gap due to rebate being spent down, and the 3408 rebate generated by Minnesota's AIDS Assistance Program has declined.

- **MOTION:** Kevin Sitter moved that the FY 2023 Part A allocation proposal be approved as presented, with \$26,900 in additional funds going to food bank/home delivered meals. Tyrie Stanley seconded.
- **DEBATE:** None
- **VOTE:** With a roll call vote of 5-0, the motion passes.
 - Roll Call:
 - Kevin Aye
 - Annalise Aye
 - Tyrie Aye
 - Charlene Aye
 - Ellen Aye

IV. **FY2023 service standards development schedule proposal**

- Carissa noted that providers must follow all service standards. They are updated annually.
- Carissa displayed the ***Ryan White Service Standards Annual Review Process***
 - Carissa noted that there are three “buckets” for review:
 - a. No changes
 - b. Minimal wording changes that don’t affect service delivery
 - c. Extensive review and revision
 - Substance Abuse Outpatient Care (July 2023) and Home and Community-based Health Services (October 2023) are scheduled to go through an extensive review this year.
 - a. The updated Substance Abuse Outpatient Care standards should be available for PAC to review in July.
 - Tyrie wondered if the CVC will be utilized for consumer review of standards.
 - a. Carissa noted that this can be a challenge since providers also attend CVC meetings. CVC members will be invited to participate in the consumer review.
 - Kevin asked about anonymity for consumers participating in consumer input meetings, especially for something like substance abuse.
 - a. Carissa indicated that she will look into this further.
 - **MOTION:** Tyrie Stanley moved to adopt the FY 2023 service standards development schedule as presented. Kevin sitter seconded.
 - **DEBATE:** None
 - **VOTE:** With a roll call vote of 5-0, the motion passes.
 - a. Roll Call:
 - i. Kevin Aye
 - ii. Annalise Aye
 - iii. Tyrie Aye
 - iv. Charlene Aye

V. Committee co-chair election

- Audra displayed the ***Committee Co-Chair Position Description*** and reviewed the roles and responsibilities of co-chairs.
- Larry asked for nominations.
 - Larry and Tyrie both agreed to stay on as chair until successors can be named.
 - There were no nominations. Tyrie and Larry were approved to continue as co-chairs by acclamation.

VI. Review roles and responsibilities of Planning and Allocations Committee

- Audra reviewed the ***Planning and Allocations Committee Responsibilities***.
- There was no discussion.

VII. Review FY2023 workplan

- Audra displayed the ***FY 2023 workplan***.
- Carissa suggested adding the service standard reviews to July and October.
- Carissa noted that additional post-award adjustments are not likely for the year.
- Audra noted that if there is nothing on the workplan, she will work with the co-chairs to decide if the meeting should be cancelled.
- November and December meetings are typically cancelled
 - **MOTION:** Tyrie Stanley moved to cancel November and December 2023 PAC meetings, noting that the committee can meet if there is an emergency. Kevin Sitter seconded.
 - **DEBATE:** None
 - **VOTE:** With unanimous consent, the motion passes.

VIII. Unfinished Business / New Business

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

IX. Set agenda for next meeting

- Audra noted that there are no agenda items on the workplan for May.
 - **MOTION:** Tyrie Stanley moved to cancel the May 2023 PAC meeting. Kevin Sitter seconded.
 - **DEBATE:** None
 - **VOTE:** With unanimous consent, the motion passes.

X. Announcements

- There were no announcements.

XI. Adjourn: Larry McPherson adjourned the meeting at 10:18 a.m.

Meeting Summary

- The Planning and Allocations Committee (PAC) reviewed and approved a proposed increase in allocations (1.1% or \$26,900) to food bank/delivered meals.
- The committee reviewed and approved the FY2023 service standards development schedule proposal.
- Tyrie and Larry were approved to continue as co-chairs by acclamation.
- The committee reviewed the roles and responsibilities of the Planning and Allocations Committee.
- The committee reviewed the FY 2023 workplan for PAC and voted to cancel meetings in May, November, and December.

Documents distributed before the meeting:

- Proposed agenda for April 26 meeting
- Minutes from October 26 meeting

Additional Documents displayed during the meeting:

- FY 2023 Part A Food Bank/Home-Delivered Meals Allocations Increase Proposal
- Ryan White Service Standards Annual Review Process
- Committee Co-Chair Position Description
- Planning and Allocations Committee Responsibilities
- FY 2023 workplan

JS/ag