

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

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

**Quorum? Yes**

- I. **Welcome and introductions:** Tyrie Stanley called the meeting to order at 9:30 a.m. Introductions were made.
  
- II. **Review and approval of April 26 minutes and proposed agenda**
  - The minutes were reviewed and approved as printed.
    - Mary noted that her absence at last month’s meeting was for medical leave.
  - The proposed agenda was reviewed and approved as printed.
  
- III. **FY2022 Part A carryover proposal**  
*Eriika Etshokin, Hennepin County Public Health*
  - Eriika displayed and presented a PowerPoint titled, **Ryan White Part A Funding Fiscal Year 2023-2024.**
    - Eriika reviewed the council’s allocations principles and process.
    - Hennepin County’s Ryan White Program can request to carryover unspent Part A formula and Part A MAI funds from the previous fiscal year. In fiscal year 2022, 92% of Part A and Part A MAI funds were spent. This leaves \$452,128 in unspent formula and \$14,203 in unspent MAI funds in FY 2022.
      - The Disparities Elimination Committee previously approved a proposal to allocate the estimated \$14,400 in unspent Part A MAI funds to medical case management services to provide culturally

responsive services to the growing number of Black/African American, African-born immigrants, Hispanics, and American Indian/Alaska Natives living with HIV in the Minneapolis-St. Paul TGA.

- There was no additional discussion of the FY22 MAI carryover proposal.
- **MOTION:** Kevin Sitter moved that the FY22 PART A MAI carryover proposal be approved, with \$14,203 moving from Outpatient/Ambulatory Health Services (OAHS) to Medical Case Management. Megan Higdon seconded.
  - Those with a conflict of interest left the meeting.
- **DEBATE:** None.
- **VOTE:**
  - Kevin: aye
  - Annalise: aye
  - With 2 ayes and 0 noes, the motion carries.
- Part A recommends that FY22 carryover be distributed to food bank/home delivered meals due to budget cuts in recent years.
- The additional funds will provide home delivered meals to help consumers adhere to a treatment or medication regimen and maintain good health outcomes. Whenever possible, the special dietary needs and practices of clients are considered in menu planning and food preparation. Planning for meals includes consultation and approval from a registered dietician in accordance with nutrition guidelines for people with HIV. This allocation increase may provide food bank/home delivered meals to up to 673 additional PWH.

<b>HRSA Service Category</b>	<b>FY2023 Post-Award</b>	<b>FY2022 Carryover</b>	<b>Total FY 2023 Service</b>
Food Bank/Home Delivered Meals	\$974,634	\$452,128	\$1,426,492

- There was no additional discussion of the FY22 Part A formula allocations proposal.
- **MOTION:** Kevin Sitter moved that the FY22 Part A carryover proposal be approved as presented, with \$452,128 in carryover being distributed to food bank/home delivered meals. Mary McCarthy seconded.
  - Those with a conflict of interest left the meeting.
- **DEBATE:** None.
- **VOTE:**
  - Kevin: aye
  - Annalise: aye
  - Doug: aye
  - Ellen: aye
  - With 4 ayes and 0 noes, the motion carries.

#### IV. **FY2024 Part A and B Allocations proposal**

*Eriika Etshokin, Hennepin County Public Health*

- Eriika reviewed the fiscal year 2024 pre-award allocations proposal with a waiver, which was developed with the following criteria based on the council's Resource Allocation Process.
  - Assumed flat funding – 2024 awards will be the same as in 2023.
  - Started with the FY 2023 allocations plan the council approved on August 9, 2022.
  - Reduced Part A MAI allocations to Outpatient/Ambulatory Health Services (OAHS) by \$14,203 and increased Part A MAI allocations to Medical Case Management by \$14,203 based on observed underspending by OAHS Part A MAI funding in FY2022.
- **MOTION:** Kevin Sitter moved that the [FY2024 Part A and Part B Council Allocations proposal](#) be approved as presented. Mary McCarthy seconded.
- **DEBATE:** None.
- **VOTE:**
  - Kevin: aye
  - Mary: aye
  - Annalise: aye
  - Ellen: aye
  - Doug: aye
  - Florence: aye
  - With 6 ayes and 0 noes, the motion carries.
- At the August PAC meeting, Part A will propose a change to the existing Resource Allocation Process to allow for rapid reallocation of funds throughout the grant period.

#### V. **Committee co-chair election**

- Audra noted that Larry McPherson has resigned, so the committee has an open spot for a co-chair.
  - Audra displayed the **committee co-chair position description**.
  - Tyrie opened the floor to nominations.
    - a. Mary nominated Florence.
      - i. Florence was not able to commit to the position at this time.
    - b. Kevin volunteered to be co-chair.
  - **MOTION:** Kevin Sitter moved that Kevin Sitter be appointed co-chair of the Planning and Allocations Committee. Ellen Ryan seconded.
  - **DEBATE:** None.
  - **VOTE:** With unanimous consent, the motion carries.

#### VI. **Results of meeting format survey**

- Audra displayed the **results of the meeting format survey**.
- There was consensus to keep the meetings virtual at this time.

**VII. Unfinished Business / New Business**

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

**VIII. Set agenda for next meeting**

- Service standard review
- Part A Rapid Reallocation Proposal

**IX. Announcements**

- MN POC of Pride is August 19 and 20, 202 at, Powderhorn Park

**X. Adjourn:** Tyrie Stanley adjourned the meeting at 10:30 a.m.

**Meeting Summary**

- The committee approved the FY22 PART A MAI carryover proposal as presented.
- The committee approved the FY2022 Part A formula carryover proposal as presented.
- The committee approved the FY2024 Part A and B Allocations proposal as presented.
- The committee elected Kevin Sitter to serve as co-chair.
- There was unanimous consent to continue to hold PAC meetings virtually.

**Documents distributed before the meeting:**

- Proposed agenda for July 26 meeting
- Minutes from April 26 meeting
- Co-chair resignation notice
- PAC Co-chair Position Description
- FY22 Council Expenditure Report
- FY24 Parts A and B Allocations Proposal
- Meeting Format Survey Responses
- FY22 Part A Carryover (into FY23) Proposal
- FY22 Part A MAI Carryover Proposal

**Additional Documents displayed during the meeting:**

- Ryan White Part A Funding Fiscal Year 2023-2024 PowerPoint

**JS/ag**