# Planning and Allocations Committee Wednesday, August 23, 2023 9:30 – 11:00 a.m. Microsoft Teams Meeting Meeting Minutes

Committee Members Present:	
Megan Higdon	Mary McCarthy
Annalise Jackson	Ellen Ryan
Kevin Sitter (co-chair)	Tyrie Stanley (co-chair)
Committee Members Absent:	
Charlene Leach	Florence Kulubya-Nabeta
Doug Peterson	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Carissa Weisdorf	Thomas Blissett
MDH (Prevention) Representative:	MCHACP Staff:
None	Audra Gaikowski, Council Coordinator
	Jeremy Stadelman, Admin Specialist

#### **Quorum? Yes**

**I. Welcome and introductions:** Tyrie Stanley called the meeting to order at 9:31 a.m. Introductions were made.

# II. Review and approval of July 26 minutes and proposed agenda

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

# III. Service standard review- outpatient substance abuse services

Carissa Weisdorf, Hennepin County Public Health

- Carissa reviewed the process for updating standards and shared the **standards checklist** and **process for reviewing standards** with the committee.
- Carissa reviewed the **substance abuse outpatient standards** and highlighted what changes were made during the review process.
  - Questions:
    - Mary suggested adding under "provider qualifications" that provider staff can have equivalent training because other providers may have different, but similar trainings for staff.
      - Carissa noted new providers have a year to comply.
      - Thomas indicated that he will look into this; it may be a Minnesota legislative requirement.
      - Kevin noted that "equivalent" may be murky; who would verify what training alternatives are acceptable?

- Mary explained that substance abuse outpatient clients have different levels of required security for their files. Has this been taken into consideration (for example, during client chart reviews)?
  - Carissa noted that clients sign a document that explains that their chart may be reviewed by county staff. Carissa will take this to Eriika.
- o **MOTION**: Kevin Sitter moved that the revisions to the substance abuse outpatient standards be accepted as presented. Ellen Ryan seconded.
- o **DISCUSSION**: none
- Those with conflict of interest (COI) temporarily left the meeting.
- o **DEBATE**: none
- **VOTE:** with 4 ayes and 0 noes, the motion passes.
- o Those with a COI returned to the meeting.

### IV. Rapid reallocation proposal

Carissa Weisdorf, Hennepin County Public Health

- Carissa presented Rapid Reallocation Policy Proposal PowerPoint
- The proposal was developed by Carissa Weisdorf and Eriika Etshokin. They also worked with another jurisdiction that already has this policy in place.
- For consideration: Hennepin County Ryan White Program has a proposed amendment to the Resource Allocation Process to include a Rapid Reallocation Policy.
  - o Timely reallocation moves funds that could otherwise go unused- so they are spent on needed on services.
  - At any point in grant period, the Part A recipient may reallocation up to 5% of the full award across service categories as needed based on provider expenditures.
  - Any time the Part A recipient reallocates funds in this manner it will be reported back to PAC, Executive Committee, Disparities Elimination Committee if needed, and the council at the earliest meeting following reallocation.
- Discussion on the proposal: none.
- **MOTION:** Mary McCarthy moved that the rapid reallocation proposal be accepted a presented. Ellen Ryan seconded.
- **DEBATE**: none.
- **VOTE:** with 4 ayes and 0 noes, the motion passes.

#### V. Unfinished Business / New Business

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

#### VI. Set agenda for next meeting

- FY23 reallocations, if needed
  - o TBD if we will need to meet in September

#### VII. Announcements

- POC Pride is hosting bingo at Roxy's Caboret.
- RAAN is holding a progress party at LUSH on August 24 to celebrate legislative achievements.
- **VIII. Adjourn:** Tyrie Stanley adjourned the meeting at 10:24 a.m.

### **Meeting Summary**

- The committee approved a motion that the revisions to the substance abuse outpatient standards be accepted as presented.
- The committee approved a motion that the rapid reallocation proposal be accepted a presented.

# **Documents distributed before the meeting:**

- Proposed agenda for August 23 meeting
- Minutes from July 26 meeting
- Substance abuse outpatient standards
- FY23 PAC Workplan
- Proposed rapid reallocation process

### Additional Documents displayed during the meeting:

- Standards review checklist
- Process for reviewing standards

JS/ag