

Planning and Allocations Committee
Wednesday, April 24, 2024
9:30 – 11:30 a.m.
Microsoft Teams Meeting
Meeting Minutes

Committee Members Present:	
Kevin Sitter (co-chair)	Tyrie Stanley
Mary McCarthy	Ellen Ryan
JT Stewart	Megan Higdon
Annalise Jackson	
Committee Members Absent:	
Florence Kulubya-Nabeta	
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, Admin Specialist (minutes)

Quorum? Yes

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

- II. **Review and approval of March 27 minutes and proposed agenda**
 - The minutes were reviewed and approved as printed.
 - The proposed agenda was reviewed and approved as written.

- III. **Determine 1- or 2-day allocations retreat**
 - Audra displayed the results of the survey asking members which format they prefer for the August allocations retreat.
 - 12 people preferred one-day and 8 preferred two-days.
 - Tyrie explained that he will not be able to stay for an all-day retreat. He prefers a two-day retreat.
 - Mary thought a one-day retreat would hold people’s attention better.
 - Audra noted that she would be reluctant to hold a one-day retreat. The two-day retreat allows members to discuss allocations decisions and digest materials over the course of a week. Some members have been concerned about the perception that government recipients hold too much sway over the council, so allowing members a week to review data will give them more time to develop and/or consider any allocations changes/decisions.
 - Megan agreed that a two-day retreat would work better.
 - JT indicated that they are open to the two-day retreat.

- **MOTION:** Tyrie Stanley moved that the August allocations retreat be held over the course of two-days, one-week apart. Megan Higdon seconded.
- **DEBATE:** None.
- **VOTE:** With 5 ayes and 0 noes, the motion carries.

IV. Review list of service areas for PSRA

- Audra shared the list of **service areas to prioritize**. Audra noted that all service areas will be prioritized as is required by HRSA.
- Mary asked how the council will review data for service areas that haven't been recently funded. Kevin noted that the 2020 needs assessment will provide some data and that members will contribute their lived experience expertise. Audra explained that there will be more time to review data for non-funded service areas. A funding resources training will also be provided so that members can better understand what does and does not need to be funded. Carissa added that service area descriptions will be an important data point for services not currently funded.

V. Develop directives training & discuss possible directives

- Audra presented a PowerPoint titled, **Directives**.
- Tyrie noted that the council has issued various directives in the past regarding transportation and adding trans/non-binary to applications for services.
- Possible directives:
 - Allow use of multiple transportation options, like Uber and Lyft. Audra shared the [medical transportation service standards](#).
 - There has been a particular concern about transportation options being provided to consumers in Greater MN.
 - There is currently no exclusion to contracting with or using Uber, Lyft, or similar options.
 - Tyrie wondered if there might be an opportunity to issue a directive that will allow more organizations that focus on people of color to participate in the Ryan White program and get more people into the Ryan White system of care.
 - Carissa explained that the council cannot be involved in the selection of providers or in subrecipient monitoring. Members are encouraged to reach out to organizations that they believe should apply for Ryan White funding. A request for proposals (RFP) will be sent out in August. After the RFP is released, there will be an informational meeting and interested providers should attend. Any directive like this would have to be broad, without influencing who is selected.
 - Members are encouraged to think about where the largest disparities are. Young MSM (men who have sex with men) of color is currently the population with the highest area of need. Tyrie emphasized that other communities of color are also disparately impacted by HIV.
- Mary cautioned that directives can sometimes create more barriers for providers.
- Audra noted that there will be time on the May agenda to discuss directives further. What data would the committee like to see to help with directives?

- Members indicated that they would like to receive a presentation about where disparities are to appreciate the landscape better.
- Mary suggested that a directive to recipients might be around sustaining funding allocations going forward. How do recipients plan to keep programs sustainable given upcoming financial reductions in FY 25/26?
 - An examination of unmet need would be helpful in determining the sustainability of services/programs going forward.
 - Mary suggested that a potential directive to recipients might include ensuring that recipient staff work with its partners to provide timely and accurate fiscal information to the council.
 - This will help keep data transparent and widely available.
- Audra shared another resource on [developing directives](#).
- Tyrie wondered if HRSA might be able to provide technical assistance (TA) on developing directives.
 - Audra agreed to discuss this with our Project Officer.

VI. Committee Co-Chair discussion

- Audra explained that the council's Parliamentarian indicated that the committee's co-chair election was not conducted accurately. Tyrie has reached term limits, but Kevin has not, and Tyrie is no longer able to serve as co-chair. Audra shared the **PAC Co-Chair Timeline Document**.
- There are three options for the committee to consider in rectifying the committee's co-chair election:
 - Tyrie steps down now and PAC has 1 co-chair.
 - Someone else nominates for PAC co-chair and takes the co-chair role.
 - PAC could ask the council to consider the issue if they think it's a case of interpretation or something ambiguous.
- Tyrie expressed concerned about the word "successor" and would like the council to avoid removing co-chairs after they have been elected.
 - It was noted that Tyrie has served for 7 years as PAC co-chair.
 - Tyrie noted that the bylaws should be changed so that a co-chair can continue to serve in that role until a second successor is named.
- Kevin noted that changing leadership is healthy, but acknowledged the committee doesn't want to lose the voice of a person of color.
- JT is open to being co-chair but acknowledges that they are new to the process and council. JT would want to make sure they have appropriate training and guidance. He requests a mentor.
 - Audra explained that all elected co-chairs will have training on facilitation and Robert's Rules of Order.
- Megan is interested in being a co-chair but notes that it is difficult with her schedule.
- Audra reviewed the **Committee Co-Chair Position Description**.
- Tyrie indicated that he is willing to step-down and mentor any future co-chair.
- Kevin indicated that he is willing to step-aside if two new members would like to run.

- The committee agreed to revisit this next month so that Megan and JT have time to decide if they want to run for co-chair.

VII. Unfinished Business / New Business

- Update on facilitator for PSRA process.
 - The council's co-chairs have decided to work with [Tenesha Lewis](#).

VIII. Set agenda for next meeting

- Post-award adjustments, as needed
- FY23 Carryover proposal from Part A
- Review prioritization instrument and instructions
- Discuss possible directives
- Review results of meeting format survey
- Presentation on data highlighting disparities
- Review religious holiday schedule
- Committee co-chair discussion

IX. Announcements

- Tyrie and Kevin acknowledged recent deaths in the community. Tyrie requested that a candle be lit in memory of those recently lost at the May council meeting.

X. Adjourn: Kevin Sitter adjourned the meeting at 10:52am.

Meeting Summary

- The committee approved a motion that the August allocations retreat be held over the course of two-days, one-week apart.
- The committee was provided with a presentation on developing directives and discussed possible directives for the council to consider.
- The committee discussed its recent co-chair election and agreed to revisit it at the May meeting.

Documents distributed before the meeting:

- Proposed agenda for April 24 meeting
- Minutes from March 27 meeting
- Service areas to prioritize
- Directives training PowerPoint
- Planning and Allocations Committee Co-chair Position Description
- August allocations retreat survey responses

Additional Documents displayed during the meeting:

- PAC co-chair timeline document

JS/ag