

Planning and Allocations Committee
Wednesday, May 22, 2024
9:30 – 11:30 a.m.
Microsoft Teams Meeting
Meeting Minutes

Committee Members Present:	
Kevin Sitter (Co-Chair)	Tyrie Stanley (Co-Chair)
Mary McCarthy	Ellen Ryan
JT Stewart	Megan Higdon
Annalise Jackson	
Committee Members Absent:	
Florence Kulubya-Nabeta (LOA)	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Carissa Weisdorf	
Guests:	
Cody Raasch (Hennepin County Data Analyst)	Hannah Giles (MDH Epidemiologist)
MDH (Prevention) Representative:	MCHACP Staff:
McKinzie Woelfel	Jeremy Stadelman, Admin Specialist
	Eriika Etshokin, Part A (minutes)

Quorum? Yes

- I. **Welcome and introductions:** Tyrie Stanley called the meeting to order at 9:30.

- II. **Review and approval of April 24 minutes and proposed agenda**
 - The minutes were reviewed and approved as printed.
 - The proposed agenda was approved as edited during the meeting.

- III. **FY23 Part A carryover proposal**
 - Eriika presented the Part A Carryover Proposal for FY23 Part A/MAI funds to be carried into FY24.
 - **MOTION:** Kevin Sitter moved that the FY23 Part A carryover proposal be approved as presented. Tyrie Stanley seconded.
 - **DEBATE:** None.
 - **VOTE:** With 5 ayes and 0 noes, the motion passed.

- IV. **Review and vote on prioritization instrument and process**
 - Jeremy shared the **2024 Prioritization Worksheet Instructions** for feedback and questions.
 - **MOTION:** Kevin Sitter moved that the 2024 prioritization process and worksheet instructions be adopted as proposed during the meeting. Ellen Ryan seconded.
 - **DEBATE:** None.
 - **VOTE:** With 3 ayes and 0 noes, the motion passed.

V. HIV Disparities Data

- Hannah and Cody shared the *Disparities in Priority Populations, MN* powerpoint presentation.
- Kevin noted gaps in services for Hispanic/Latinx people living with HIV who are not enrolled in Ryan White, noting that council members can use this data to identify where service gaps may be met through prioritization and resource allocation.

VI. Committee Co-Chair Discussion

- Tyrie noted that last month, the committee discussed Tyrie's and Kevin's election as Committee Co-Chairs and the follow-up note that the election was in violation of the by-laws. He clarified that he has not resigned his position as Committee Co-Chair.
- Kevin noted that the decision was already made that Tyrie had reached his term limit and that an election was going to be held for a new Co-Chair.
- Tyrie cited By-law 2.11 Membership Termination and Resignation and 2.12 Vacancies to justify that his role as Co-Chair remained until the committee formally determines otherwise.
- Kevin noted that 2.11 cites that "membership ends when a member's term expires." Tyrie disagreed based on his being elected and again noted that his Co-Chairmanship remains until the committee formally determines otherwise.
- Jeremy noted that the Parliamentarian clarified that the recent election of Tyrie was in violation of the by-laws, and so there is nothing that needs to be undone. Tyrie again noted that his Co-Chairmanship remains until the committee formally determines otherwise.
- Mary asked why this is an issue if Tyrie reached his term limit. Tyrie responded that the committee itself has not declared a violation of the by-laws. Mary noted that last month we had new members willing to serve in the role and that one role of the committee is to amplify new voices.
- **MOTION:** Noting the Parliamentarian's advice that the March election was improper, Kevin Sitter moved that Tyrie Stanley vacate the Co-Chair position following the June MCHACP meeting in order to comply with the bylaws. Mary McCarthy seconded.
- **DEBATE:** None.
- **VOTE:** With 5 ayes and 0 noes, the motion passed.

VII. Committee Co-Chair election

- **MOTION:** Kevin Sitter nominated JT Stewart as a new co-chair of the committee. Mary McCarthy seconded. JT accepted the nomination thanking Tyrie for his support and commitment to the committee.
- **VOTE:** With 5 ayes and 0 noes, the motion passes.

VIII. Review meeting format survey results

- Jeremy presented the results of the FY24 Meeting Format Results for the committee to review and discuss.

- Tyrie asked about the length of full council meetings and Kevin clarified that today's conversation is limited to determining how to move forward with the Planning & Allocations Committee meetings.
- JT advocated for hybrid meeting options so those who want to meet in person have the option. Kevin noted that he likes the hybrid option. Ellen shared how difficult in-person meetings can be for her schedule.
- Jeremy clarified that there will also be a virtual option. A hybrid option would require members to RSVP for in-person so that if nobody plans to attend in person, the meeting can be moved to completely virtual.
- Mary noted the importance of in-person networking and relationship building as missing from virtual meeting conduct.
- Mary noted that an all-grantee meeting would be a helpful opportunity for people to connect.
- Tyrie noted that if only one member is planning to attend a hybrid meeting in-person, it should be changed to be virtual only.
- **MOTION:** Kevin Sitter moved that the committee transition to a hybrid meeting option with a 48-hour notice required for in-person attendance RSVP. Mary McCarthy seconded.
- **DEBATE:**
 - Mary suggested that meetings held with an in-person option must have robust agendas that necessitate a 2-hour meeting. Tyrie clarified that this can be taken on a case-by-case basis with guidance from Jeremy and Audra.
- **VOTE:** With 5 ayes and 0 noes, the motion passes.

IX. Review FY24 religious holidays calendar

- Jeremy shared the ***FY24 Religious Holidays List*** so that PAC can determine if any meetings need to be cancelled or rescheduled accordingly, noting that typically this committee cancels its November and December meeting.
- Mary noted that making decisions only based on who is currently involved may limit new members ability to participate in meetings. She recommends that Membership & Training could consider religious holidays with attendance tracking.
- Jeremy noted that one consideration for the upcoming bylaw review is considering absences based on religious holidays be treated differently in the attendance policy.
- Kevin acknowledges the importance of considering religious holidays differently in the attendance policy.
- Jeremy noted that the committee does not need to determine today if they are cancelling future meetings but can decide based on the work closer to those meetings.
- JT asked where the presence of other priority populations is in this discussion. Tyrie clarified that there has been representation from multiple priority populations on the council and in other committees.
- Kevin noted that while this committee may not be reflective of all priority populations, the council includes representative voices.
- Mary noted that committee members can always request additional information from priority populations but can make determinations for the committee as needed.

- Jeremy added that Membership & Training Committee reviews council reflectiveness monthly and plans appropriate recruitment.

X. Unfinished Business / New Business

- None

XI. Set agenda for next meeting

- Post-Award Adjustments
- FY25 Part A Allocations Proposal
- Council operating budget proposal
- FY24 Parts A&B Final Expenditures Report
- JT asked if August, with nothing on the workplan, would be a good opportunity for the committee to meet for relationship-building and networking. Kevin noted that there are two PSRA meetings in August that may require the committee's participation. Jeremy included this note on the workplan for August and that the committee can discuss when it's closer.

XII. Announcements

- Mary shared that she met this morning in Benton County to develop a syringe exchange and attributes some of this success to council operations.

XIII. Adjourn: Tyrie adjourned the meeting at 11:13 thanking the Committee for their support of his role as Co-Chair.

Meeting Summary:

- The committee approved a motion that that the FY23 Part A carryover proposal be approved as presented.
- The committee approved a motion that the 2024 prioritization process and worksheet instructions be adopted as proposed during the meeting.
- The committee received a presentation on HIV Disparities Data.
- The committee approved a motion that Tyrie Stanley vacate the co-chair position following the June MCHACP meeting in order to comply with the bylaws.
- The committee approved motion that JT Stewart be elected as a co-chair of the committee.
- The committee approved a motion that the committee transition to a hybrid meeting option with a 48-hour notice required for in-person attendance RSVP.
- The committee reviewed the FY2024 religious holidays calendar.

Documents distributed before the meeting:

- 2024.05.22 proposed agenda
- 2024.04.24 minutes
- Understanding RWHAP service categories
- 2024 Instructions for Prioritization Worksheet
- Support Services Prioritization Tool

- Core Medical Services Prioritization Tool
- Planning and Allocations Committee Co-Chair Description
- FY24 meeting format results
- FY2024 Religious Holidays List
- FY 2024 Part A Carryover Proposal

Additional Documents displayed during the meeting:

- Disparities in Priority Populations PowerPoint

EE/JS/ag