

ATTACHMENT 2: Staffing Plan, Job Descriptions, and Biographical Sketches for Key Personnel

Staff for the Minneapolis-St. Paul TGA (MSP-TGA) Ryan White program (RWP) includes 6.25 full-time equivalent (FTE) personnel. Staff administer the Part A grant funds including procurement of HIV services and contract administration, support the Planning Council, meet conditions of award and reporting requirements, monitor subrecipient compliance with monitoring standards and federal regulations, coordinate funding and service delivery with Parts B, C, D, and F, and CDC HIV Prevention grants, manage and analyze client-level data, and manage quality improvement of funded services. All services are delivered through contractual agreements with subrecipients. The remainder of FTEs are funded by property tax or State of Minnesota 340B ADAP rebate revenue.

NAME	EDUCATION	POSITION	ROLE	EXPERIENCE	FTE		
					Admin	CQM	MAI
Amy Caron	B.A.S. CHES	Public Health Protection Area Manager	<u>Public Health Protection Director</u> : Directs Hennepin County's Public Health Protections Area which houses the Part A grant recipient office. Ensures all aspects of Part A grant are carried out on behalf of the CEO, and supervises the Ryan White Program Manager.	Ms. Caron joined Hennepin County Public Health as the Public Health Protection Area Manager in February 2022. Prior, she worked as a Public Health Director/CHS Administrator for 9 years in rural MN, a Clinical Quality Manager for Planned Parenthood, and for the State of MN. Amy has over 25 years of experience in public health and prevention and received her B.A.S in Community Health Education from the University of MN – Duluth.	0.10	-	-
Alissa Fountain	MPH	Ryan White Program Manager	<u>Ryan White Program Manager</u> : Directs all Ryan White Program work within the Public Health Department and is accountable for ensuring all Part A grant requirements are met. Supervises Program Supervisor, Quality Management Coordinator, and Data Analyst.	Ms. Fountain joined the RWP in August 2024. She received her BA from The Evergreen State College in WA and a Master of Public Health from the University of MN. She was previously the HIV Program Director at Children's Hospital MN (Parts A, B, and D). Prior, she worked for the state health department in STI/HIV disease intervention services, and community-based HIV and harm reduction programs.	0.75	0.15	-
Eriika Etshokin	BA MA	Community Health Program Supervisor	<u>Ryan White Program HIV Services Grant Supervisor</u> : Leads grant administration including development and implementation of program policies and procedures, preparation of grant reports and applications, and super-	Ms. Etshokin joined the Ryan White Program in March 2023. She received her BA from the University of WI – River Falls in English/French and her Master of Arts from Hamline University. She worked as a Ryan White Grant Administrator (Parts C and D) at an FQHC in Chicago before joining the Hennepin County team.	0.60	-	0.10

			vises HIV services planning and council staff. Develops annual allocation proposals and coordinates with other Ryan White parts and the CDC HIV prevention grant recipient.				
Carissa Weisdorf	BA	Principal Planning Analyst	<u>HIV Services Planner:</u> Manages Ryan White service delivery and procurement including oversight of service standards, process measures, and requests for proposals. Ensures adherence to programmatic monitoring standards. Conducts client record review at annual site visits. Oversees subrecipient reporting and check-ins.	Ms. Weisdorf joined Hennepin County’s RWP in May 2014. She received her BA from the University of Oregon in Anthropology and served as the Planning Council’s Administrative Specialist for two years and then as Council Coordinator until September 2022.	0.45	0.05	0.20
Scott Bilodeau	BA	Principal Planning Analyst	<u>Clinical Quality Management Coordinator:</u> Leads quality initiatives including CQM activities across Ryan White Parts to develop collaborative strategies to ensure continuous improvement of HIV care in accordance with HIV treatment guidelines and standards of care. Adapts curriculum from Center for Quality Improvement and Innovation to meet the training needs of service providers.	Mr. Bilodeau joined Hennepin County’s RWP in April 2023. Previously, he worked at the Red Door Clinic for 11 years, providing front line EIS to consumers for over two years, supervised Ryan White, PrEP and syringe services programming. He has worked as a grant writer at the Minnesota AIDS Project and has a BA in French from the University of Nebraska – Lincoln.	0.10	0.80	.10
Cody Raasch	BA MDP	Principal Planning Analyst	<u>Data Analyst:</u> Manages RWP data systems for collection of client-level and financial data. Implements MSP-TGA’s performance measurement system to evaluate the impact of Part A funded services.	Mr. Rasch joined Hennepin County’s RWP in September 2022. Previously, he led the data and evaluation team at the MSP-TGA’s then-largest community-based HIV services organization for five years. He received his BA in Psychology and his MDP at the University of Minnesota.	0.50	0.40	-

			Analyzes client-level performance measurement data, needs assessments, expenditure and epi data used for program planning, evaluation, and QI.				
To Be Hired		Principal Planning Analyst	<u>Program Officer:</u> Supports Ryan White team and its subrecipients by overseeing contracts, expenditures, and fiscal monitoring. Maintains ongoing subject matter expertise around Ryan White fiscal management, monitoring, and reporting; interprets guidance and tools for use. Leads subrecipient fiscal monitoring. Develops and maintains efficient workflows.		0.40	0.05	-
Jackie Gould	BA JD	Senior Contract Services Analyst	<u>Contract Manager:</u> Ensures that all HIV service contracts comply with Hennepin County's contracting policies and procedures, and processes contracts for approval by the Board of Commissioners and County Administrator. Assures subrecipient contract compliance through fiscal Ryan White Program audits.	Ms. Gould joined Hennepin County's RWP in 2021 after working as a contract manager in Hennepin County's Purchasing and Human Services Departments. She received her BA from the University of Wisconsin and JD from William Mitchell Law School.	0.45	0.05	-
To Be Hired		Principal Planning Analyst	<u>Planning Council Coordinator:</u> Lead staff for the Minnesota Council for HIV/AIDS Care and Prevention. Supports all aspects of council activities including operations, priority setting and resource allocation, conflict management, and		0.50	-	-

			adherence to council bylaws and Section 2602 of the RWP legislation, and recruits and trains members. Coaches council co-chairs and members on meeting facilitation and leadership development. Provides work direction for the council's Administrative Specialist.				
Jeremy Stadelman	BA MPP	Principal Office Specialist	<u>Administrative Specialist:</u> Provides logistical support for all council operations. Prepares materials for committee and full council meetings, takes and distributes meeting minutes, maintains the council's website and social media page, assists in member recruitment, orientation and training, monitors council member reimbursement expenditures and manages all council records.	Mr. Stadelman re-joined Hennepin County's RWP in April 2023 after acting as Council Administrative Specialist and HIV Service Planner from 2017 – 2021. He received his BA in Anthropology and his MPP at the George Washington University.	0.50	-	-