

ATTACHMENT 1. Staffing Plan with Position Descriptions and Bio Sketches for the Minneapolis-St. Paul TGA Part A Program

Staff for the Minneapolis-St. Paul TGA (MSP-TGA) Part A program includes 5.8 full-time equivalent (FTE) personnel. Staff administer the Part A grant funds including procurement of HIV services and contract administration, support the Minnesota Council for HIV/AIDS Care and Prevention, meet Part A grant conditions of award and reporting requirements, coordinate funding and service delivery with Parts B, C, D and F grantees, manage and analyze client-level data, and manage quality improvement of funded services. No in-house HIV service FTEs are included in the staffing plan since all services are delivered through contractual agreements with subrecipients. The remainder of staff FTEs are funded by county property tax or State of Minnesota 340B ADAP rebate revenue.

Name	Education/ Credentials	Title	Project Role	Experience	FTE		
					Admin	CQM	MAI
Susan Palchick	Ph.D, MPH	Public Health Director	<u>Project Director</u> - Directs Hennepin County’s Public Health Department which houses the Part A grant recipient office. Ensures all aspects of Part A grant administration are carried out and supervises the Public Health Protection Area Manager.	Dr. Palchick received her MPH and PhD from the University of California, Davis and has served as the Hennepin County Public Health Director since 2012.	0.1		
Jonathan Hanft	Ph.D	Community Health Program Supervisor	<u>Ryan White Program (RWP) Coordinator</u> -Manages the Ryan White Program unit within the Public Health Department and is responsible for managing the Part A grant. Supervises administrative, Council and Quality Management staff. Reports to the Public Health Protection Area Manager.	Dr. Hanft has served as Hennepin County’s lead Ryan White Program staff since 2002. He has 34 years of experience delivering HIV services and administering HIV care and Part A funds. Dr. Hanft has a PhD in Agronomy from the University of Minnesota.	0.85	0.15	
Thuan Tran	MA, MPNA	Principal Planning Analyst	<u>HIV Services Planner</u> - Manages programmatic aspects of Ryan White Part A and MAI service delivery and procurement including development of service delivery standards, process measures, report formats and requests for proposals. Develops trainings and provides technical assistance for Ryan White Part A subrecipients. Monitors adherence to HRSA/HAB monitoring standards and prepares reports to meet grant conditions of award.	Mr. Tran received a MA in Asian American Studies and Public Policy from UCLA and a Master’s Degree in Public and Non-profit Administration from Metro State University. Prior to joining the RWP in 2008, he was a STI/HIV Disease Intervention Specialist for the Minnesota Department of Health and an HIV services contract manager for the Orange County Health Care Agency.	0.75	0.05	0.1

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			Conducts quality client record reviews during annual subrecipient site visits.				
Anika Kaleewoun	MPP, CPHQ	Principal Planning Analyst	<u>Clinical Quality Management Coordinator</u> -Leads the MSP-TGA’s quality initiatives. Facilitates CQM activities as a collaborative effort across Ryan White Parts to develop strategies to ensure HIV care is provided in accordance with Public Health Service HIV treatment guidelines and HIV services standards of care. Adapts fundamentals of quality improvement planning and the Center for Quality Improvement and Innovation curriculum to meet the training needs of service providers. Serves as project manager and lead author for the annual Part A grant application.	Ms. Kaleewoun joined the Ryan White Program in June 2016. Previously she worked on civic engagement and leadership development efforts in Minnesota and managed holistic community-led development projects in East Africa focusing on women living with HIV. Ms. Kaleewoun received her Master’s in Global Public Policy and Program Evaluation from the University of Minnesota. She is a Certified Professional in Healthcare Quality.	0.1	0.8	0.1
Aaron Peterson	BS	Principal Planning Analyst	<u>Data and Outcomes Evaluation Coordinator</u> -Manages RWP data systems for collection of client-level and financial data. Implements the TGA’s performance measurement system to evaluate the impact of Part A funded services. Analyzes client-level performance measurement data, needs assessments, expenditure and epidemiological data used for program planning, evaluation and quality improvement.	Aaron Peterson has a BS in Mathematics from South Dakota State University. Prior to joining the Ryan White Program in February 2017, he was Executive Director of the Healing Words Foundation of South Dakota, a health education non-profit organization.	0.3	0.5	
Lorena Ochoa	MS	Professional Services Supervisor	<u>Contract Analyst Supervisor</u> - Supervises RWP contract analysts. Coordinates contracting with RWP grant administration staff. Intervenes with subrecipients to ensure compliance with contract requirements, Part A monitoring standards and code of federal regulation uniform administrative requirements and cost principles for HRSA grant subrecipients.	Lorena Ochoa has an MS in Human Services from Capella University. Prior to supervising Contract Analysts, she managed a full load of human services contracts for 9 years. Ms. Ochoa joined the Ryan White Program in March 2020.	0.1		

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Mona Deoferio	MBA	Senior Contract Services Analyst	<u>Contract Analyst</u> - Ensures that all HIV service contracts comply with HAB monitoring standards and 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 annual site visits and fiscal audits conducted with HIV Services and Quality Management staff. Conducts quality client record reviews during annual subrecipient site visits.	Ms. Deoferio has an MBA from the University of Northwestern and has managed human services contracts for Hennepin County since 2016.	0.35	0.05	0.1
Walter Urey	BA			Mr. Urey holds a BA in Business Management from Metropolitan State University and has managed RWP contracts since 2017.	0.25	0.05	0.1
Carissa Weisdorf	BA	Principal Planning Analyst	<u>Council Coordinator</u> - Lead staff for the Part A and Minnesota’s Part B and HIV prevention integrated planning council. Supports all aspects of council activities including: operations; service priority setting and resource allocation; monitoring compliance with council bylaws and Section 2602 of the RWP legislation; and member recruitment and training. Coaches council co-chairs and members on effective facilitation of meetings and leadership development. Provides work direction for the council’s Administrative Specialist.	Ms. Weisdorf joined Hennepin County’s Ryan White Program in May 2014. She received her BA from the University of Oregon in Anthropology in 2004 and served as the Council’s Administrative Specialist for two and a half years prior to serving as Council Coordinator.	0.5		
Richard Puella	AS	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 Facebook page, assists in member recruitment, orientation and training, monitors council member reimbursement expenditures and manages all council records.	Mr. Puella joined the Ryan White Team in April 2020. From 2014-2017 he worked for the Division of HIV & STD Programs with Los Angeles County and was promoted to Children’s Medical Services where he supported several workgroups including the Human trafficking (HT)/ Commercial Sexual Exploitation of Children (CSEC) committee.	0.5		