

Planning and Allocations Committee
Wednesday, February 28, 2024
9:30 – 11:30 a.m.
Microsoft Teams Meeting
Meeting Minutes

Committee Members Present:	
Annalise Jackson	Tyrie Stanley (co-chair)
Kevin Sitter (co-chair)	Ellen Ryan
Florence Kulubya-Nabeta	
Committee Members Absent:	
Mary McCarthy	Megan Higdon
Hennepin County (Part A) Representative:	
Carissa Weisdorf	DHS (Part B) Representative:
Eriika Etshokin	Thomas Blissett
	Amy Miller
MDH (Prevention) Representative:	
McKinzie Woelfel	MCHACP Staff:
	Audra Gaikowski, Council Coordinator
	Jeremy Stadelman, Admin Specialist

Quorum? Yes

- I. **Welcome and introductions:** Kevin Sitter called the meeting to order at 9:32 a.m. Introductions were made.

- II. **Review and approval of January 24 minutes and proposed agenda**
 - The minutes were reviewed and approved as printed.
 - The proposed agenda was reviewed and approved as written.

- III. **Quarterly spending report**
Eriika Etshokin, Hennepin County Public Health
 - Eriika reviewed the **Ryan White Parts A and B Q1-Q3 expenditures report**.
 - Part A:
 - Medical nutrition therapy is fully spent going into Q4. Discussions with providers of this service are ongoing about potential increases in funding for next FY.
 - Housing is at 71% spent through Q3. Given the current housing crisis, Part A is looking at ways to increase the availability of the service across the system of care.
 - Food bank/home meals delivered is at 90% spent. There are significant resources available in rebate, however.
 - Across all services, Part A is at 75% spent through Q3.
 - Part A is at 74% spent with administration, which includes council and quality management spending.
 - Part B:

- ADAP will be 100% spent for the first time ever.
 - Part B funds food vouchers, which is at 70% spent through Q3.
 - Part B is 87% spent across all services through Q3.
 - 77% spent for both Part A and Part B across all services.
 - 75% spent for administration for both Part A and Part B.
- Questions:
 - With ADAP being fully spent, is there another source of funding available?
 - Yes, rebate and supplemental award are available. The quarterly report only includes Part B formula funding.

IV. Council operating budget process

Audra Gaikowski, Hennepin County Public Health

- Audra reviewed the **council operating budget process**.
- The process was approved by the council at the February 2024 meeting.
- Questions:
 - Thomas wondered if the budget process includes Part B funds as well.
 - Eriika clarified that this process includes this both Part A and Part B funds.
 - Eriika noted that this process will formally begin in FY 25, but quarterly expenditures for FY24 will be shared. Eriika shared **2024.02.23 Council Expenditure Report Q1-Q3**.

V. Unfinished Business / New Business

- None.

VI. Set agenda for next meeting

- Audra shared the **FY 2024 workplan**.
- Co-chair election
- PAC review of the FY2022 PSRA process and determine this year's process
- The Disparities Elimination Committee recommendation for psychosocial support services, if available

VII. Announcements

- The Minnesota Department of Human Services has [released a RFA](#) to ensure use of the \$12.1 million one-time funding passed in the last legislative session. The RFA is posted and live. The RFA closes on March 29.
 - Kevin noted that it is a low-threshold application to encourage small organizations to apply.
- Annalise announced that she is pregnant! She will be missing some meetings this summer.

VIII. Adjourn: Kevin Sitter adjourned the meeting at 10:19 a.m.

Meeting Summary

- The committee reviewed the Q1-Q3 spending report.
- The committee reviewed the council operating budget process.

Documents distributed before the meeting:

- Proposed agenda for February 28 meeting
- Minutes from January 24 meeting
- Council operating budget process
- Ryan White Parts A and B Q1-Q3 expenditures

Additional Documents displayed during the meeting:

- 2024.02.23 Council Expenditure Report Q1-Q3
- FY 2024 workplan

JS/ag