

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

<b>Committee Members Present:</b>	
Kevin Sitter (co-chair)	Tyrie Stanley (co-chair)
Mary McCarthy	Ellen Ryan
JT Stewart	Megan Higdon
<b>Committee Members Absent:</b>	
Annalise Jackson	Florence Kulubya-Nabeta
<b>Hennepin County (Part A) Representative:</b>	
Carissa Weisdorf	<b>DHS (Part B) Representative:</b>
Eriika Etshokin (minutes)	Thomas Blissett
<b>Guests:</b>	
Jay Orne, Disparities Elimination Committee	Sarah Schiele, Disparities Elimination Committee
<b>MDH (Prevention) Representative:</b>	
None	<b>MCHACP Staff:</b>
	Jeremy Stadelman, Admin Specialist

**Quorum? Yes**

**I. Welcome and introductions:** Tyrie Stanley called the meeting to order at 9:31 a.m. Introductions were made.

**II. Review and approval of February 28, 2024 minutes and proposed agenda**

- The minutes were reviewed and approved as printed.
- The proposed agenda was reviewed and approved as written.

**III. DEC Directive & Allocation Recommendations**

*Jay Orne and Sarah Schiele, Co-chairs of the Disparities Elimination Committee (DEC)*

- Jay and Sarah gave an overview of the **FINAL DEC APPROVED Directive Recommendation to PAC for PSS 3.21.24** noting that this has been a DEC priority for several months and they see this Service Standard Revision as a way of providing more service navigation for people living with HIV seeking behavioral health services.
  - **MOTION:** Kevin Sitter moved that the following recommendations from DEC be accepted: 1. Direct the Part A Recipient and recommend the Part B Recipient to facilitate revisions to Section 8.3 of the Psychosocial Support Services (PSS) to outline an enhanced peer support model that includes client referral, group facilitation, behavioral health navigation services, and accompaniment to behavioral health services including Psychosocial Support, Mental Health, and Substance Abuse (Outpatient) Services; 2. Direct the Part A recipient and recommend to the Part B recipient to collaborate and better define peers within the service standard; and, 3. Directing the Part A recipient

and recommending to the Part B recipient to include a prompt in the Fiscal Year 2024 Multi-Service Request for Proposals for any proposals requesting Psychosocial Support Services funding to outline how the proposer will involve peer support staff in the delivery of their Psychosocial Support Services. Mary McCarthy seconded the motion.

- **DEBATE:** Mary asked for clarification from recipient staff about the scheduling of this revision. Carissa clarified that we have this revision on the Bucket 3 Workplan for FY 2024. Kevin spoke in favor of moving this forward, citing how this revision may allow RW consumers to be reached by those with lived experience, noting that this approach is endorsed by HRSA/HAB.
  - Those with a conflict of interest temporarily left the meeting.
  - **VOTE:** With 4 ayes and 0 noes, the motion passed.
  - Those with a conflict of interest returned to the meeting.
- Jay and Sarah outlined the **FINAL DEC APPROVED allocation recommendation to PAC for PSS 3.21.24** which requests that PAC considers allocating additional funding to PSS as part of the 2025 PSRA process. He clarified that there is no action requested at this time but that PAC be aware of this DEC priority.
    - Kevin responded by reminding DEC that PAC meetings are open and DEC members are invited to join to promote this goal throughout the PSRA process.
    - Tyrie asked if the Rapid Reallocation Process could be used in this case. Eriika clarified that Rapid Reallocation is for when there is observed under- or over-spending in a category during a Fiscal Year but that in this case, DEC is requesting that special consideration be given to PSS when completing the PSRA process this year.

#### IV. Priority Setting and Resource Allocation Kick-Off!

*Jeremy Stadelman, Hennepin County Public Health*

- Jeremy presented the **Target HIV PSRA Training Module** noting that every two years, PAC looks at the service categories to set priorities and allocate resources, this will be done during a retreat in August. Part A will take directives from the council whereas Part B will take recommendations.
- Jeremy presented the **MCHACP Resource Allocation Process** and shared the Principles, Criteria, and Resource Allocation Process and asked for any recommendations or changes that PAC wants to see made before forwarding to Executive Committee for approval.
  - **MOTION:** Kevin Sitter moved that the Resource Allocation Process for the FY2024 PSRA process be approved as written. Mary McCarthy seconded.
  - **DEBATE:** None
  - **VOTE:** With 5 ayes and 0 noes, the motion passed.
- Jeremy outlined the proposed resource allocations retreat in which one hybrid meeting will be held on August 6<sup>th</sup> to review data needed to make PSRA decisions and one hybrid meeting will be held on August 13<sup>th</sup> to make recommendations and proposals based on the data.

- Mary observed that for some members it may be easier to clear schedules for one half day rather than having two 2-hour meetings one week apart. Tyrie responded that historically this was done in one day and members found that it was too much information at once to process and vote on.
- Thomas noted that this year's PSRA process may include more DHS funding streams with recommendations for anticipated funding.
- Kevin recommended the 2-day retreat with an additional thirty minutes for each session considering the additional funding streams coming from DHS.
- Carissa shared that previous virtual sessions have been two hours but that it may be worth considering if both sessions need to be the same length. Members have historically liked having the week in between sessions to digest information, work together to plan proposals, and come back with more clarity.
- Carissa noted the importance of considering how to manage Conflict of Interest when planning the retreat to ensure that all subject matter experts are in the room for discussion even if they have to step away during a vote.
- Kevin clarified that more data will be presented during Day 1 to make decisions. Jeremy confirmed that historically Day 1 has included service utilization and care continuum data, which will also be provided via email prior to that meeting. Carissa shared that data will also be shared in the coming months that will help with decision making during PSRA.
- Tyrie proposed surveying council members on their preference for the retreat. Mary made a point to ensure that this includes the information Thomas shared about DHS funding streams. Kevin requested a resolution at the next MCHACP meeting if surveying so that recipient and council staff can prepare accordingly.
- Jeremy confirmed that he can share the survey information and link during the April MCHACP meeting giving members one week to complete it so that PAC can review results at the next PAC meeting.
- Jeremy presented two options for PSRA facilitation: Beth Zemsky and Tenesha Lewis. Executive Committee requested that PAC give feedback rather than making that determination at the Executive level.
  - Kevin noted that previous feedback included more requests for participation opportunities rather than just having a facilitator talk at members.
  - Tyrie expressed preference a new person to facilitate.
  - Mary asked if there is CVC feedback for the facilitator who led the self-advocacy session for CVC.
  - Jeremy will check in with CVC members or attendees of the self-advocacy session to bring to Executive Committee where the decision will be made.
- Jeremy shared the **DRAFT FY2025 PSRA Workplan** as an outline for the steps leading up to the PSRA. There were no questions about the PAC role in the PSRA process.

## V. Review FY2024 Workplan

*Jeremy Stadelman, Hennepin County Public Health*

- Jeremy shared the **FY 2024 PAC Workplan** for the coming year.

- Kevin invited Thomas to share any relevant information about DHS funding streams if it needed to be added to the agenda. Thomas responded that DHS will be giving fiscal updates and a brief forecast for future funding at the April MCHACP meeting.

#### **VI. Committee Co-Chair Election**

- Jeremy shared the ***Planning and Allocations Committee Co-Chair Position Description*** and outlined the co-chair requirements and duties.
  - Tyrie asked for any nominations from committee members and noted that if nobody self-nominates, existing co-chairs can stay on. Both co-chairs noted that they would happily step aside if another member wants to run for co-chair.
  - Tyrie declared that with no other nominees, Tyrie and Kevin would remain in the Planning and Allocations Committee co-chair roles.
  - There was no discussion or debate.

#### **VII. Unfinished Business / New Business**

- None

#### **VIII. Set agenda for next meeting**

- Post-award adjustments, as needed
- Determine list of service areas for PSRA
- Developing directives training and discuss possible directives
- Determine facilitator for August Allocations Retreat
- Determine schedule for August Allocations Retreat

#### **IX. Announcements**

- None.

**X. Adjourn:** Tyrie Stanley adjourned the meeting at 10:54am.

#### **Meeting Summary**

- The committee approved the Priority Setting and Resource Allocation Process as written.
- The committee reviewed the PSRA process and workplan.

#### **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

**EE/JS/**