

**Minneapolis-St. Paul TGA 2012 Application  
Ryan White HIV/AIDS Treatment Reauthorization Act of 2009 Part A Funding**

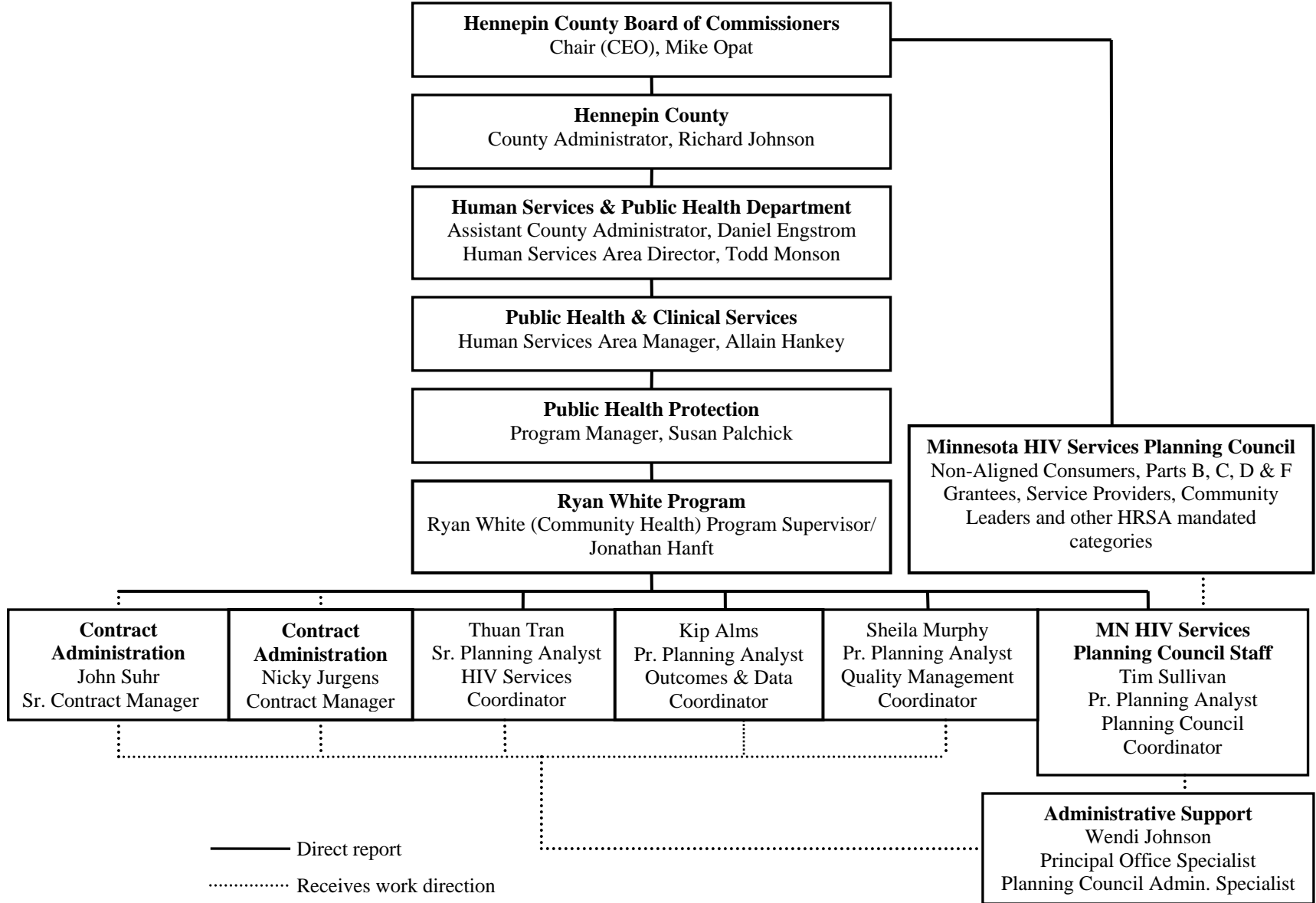
**ATTACHMENT 1**

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**ATTACHMENT 1A**

**Hennepin County Ryan White Program Organizational Chart**



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

Staff for the Minneapolis-St. Paul TGA Part A program includes a total of 6.0 full time equivalent (FTE) personnel. Staff administer the Part A grant funds including procurement of HIV services, support the Minnesota HIV Services Planning Council (MHSPC), meet Part A grant conditions of award and reporting requirements, coordinate funding and service delivery with Parts B, C, and F grantees, and manage quality improvement of funded core medical and support services.

**Administrative (2.5 FTE) and Planning Council Staff (1.5 FTE)** - Administrative staff manages contracts with contracted service providers, submits annual grant applications and meets grant conditions of award and reporting requirements. Planning Council staff supports all Minnesota MHSPC activities related to the prioritization and allocation of funds, assessment of needs including those of disproportionately affected and emerging populations, monitoring of comprehensive plan goals and assessment of the administrative mechanism.

- **Public Health Division Manager–Allain Hankey, MPH (0.1 FTE)**. Manages Hennepin County’s Public Health Division which houses the Part A grantee office. The Public Health Division Manager supervises the Ryan White Program Supervisor and ensures all aspects of administration of the Part A grant are carried out. Ms. Hankey received her MPH from the University of Minnesota and has served as Hennepin County’s Public Health Division Manager since 1987.
- **Ryan White Community Health Program Supervisor – Jonathan Hanft, PhD (0.9 FTE)**. Manages the Ryan White Unit within the Public Health Division and supervises administrative, Planning Council and Quality Management staff. Jonathan Hanft has served as Hennepin County’s lead Ryan White staff since 2002. He has 22 years of experience delivering HIV services and administering state case management and Part A funds. Dr. Hanft has a PhD. in Agronomy from the University of Minnesota.
- **HIV Services Planner/Senior Planning Analyst – Thuan Tran (0.9 FTE)**. 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. The Services Coordinator develops trainings and provides technical assistance for Ryan White Part A providers. The Services Coordinator monitors adherence to HRSA Ryan White 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 is currently pursuing a Masters Degree in Public and Non-profit Administration. Prior to joining the Ryan White Program in July 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.
- **Senior Contract Manager/ Contract Manager – John Suhr (0.2 FTE), Nicky Jurgens (0.4 FTE)**. 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. The Contract Managers assure sub recipient contract compliance through annual site visits and fiscal audits conducted with the HIV Services and Quality Management staff. Mr. Suhr has a BA in business administration from Hamline University. Prior to joining the Ryan White Program, he supervised Economic Assistance (EA) eligibility staff, authored EA policy and procedure manuals and served as an EA eligibility specialist for 12 years. Ms. Jurgens has an MS in International Development from Portsmouth University in the UK. She has been working in the field of HIV program development and management for over a decade, the last three years of which were spent on a Ryan White contracted program within Hennepin County.
- **Minnesota HIV Services Planning Council Coordinator/Principal Planning Analyst – Tim Sullivan, LCSW (0.8 FTE)**. Lead staff for the Minneapolis-St. Paul TGA’s Part A and

Minnesota's Part B joint planning body (0.2 FTE funded by Part B). The Council Coordinator supports all aspects of Planning Council activities including: operations; establishing processes for service prioritization and allocation of funds; monitoring compliance with Council bylaws and Section 2602 of the Ryan White Act; and member recruitment and training. The Council Coordinator also coaches Planning Council co-chairs and members on effective facilitation of meetings and leadership development. The Council Coordinator provides work direction for the Council's Administrative Specialist. Tim Sullivan joined Hennepin County's Ryan White Program in June 2006. Mr. Sullivan received his MSW from Washington University and has 23 years experience in HIV care and prevention services. He previously served as: Executive Director of Effort for AIDS in St. Louis and the Nebraska AIDS Project; a member of the St. Louis HIV Services Planning Council; and the Nebraska HIV Prevention and Care Consortium.

- Minnesota HIV Services Planning Council Administrative Specialist/Principal Office Specialist – Wendi Johnson (0.7 FTE). Provides logistical support for all Planning Council operations. The Administrative Specialist prepares materials for committee and full Council meetings, takes and distributes meeting minutes, maintains the Council's website, assists in member recruitment, orientation and training, monitors Council member reimbursement expenditures and manages all Council records. Wendi Johnson has worked in Hennepin County's Public Health Protection service area for 8 years. Ms. Johnson has completed three years of her Bachelors degree and is majoring in Social Work and Women's Studies.

**Quality Management Staff (2.0 FTE)** – Quality management (QM) staff provide leadership in monitoring and improving the quality of Part A funded services. Quality management personnel develop and implement the Part A annual QM plan, convene the QM Advisory Committee, coordinate quality efforts with other grantees, measure client level service outcomes and analyze client-level data.

- Ryan White Community Health Program Supervisor – Jonathan Hanft, PhD (0.1 FTE). *See description above.*

- Ryan White Quality Coordinator/ Pr. Planning Analyst – Sheila Murphy, RN, CPHQ (1.0 FTE). Leads the Minneapolis-St. Paul TGA's quality initiative. The Quality Coordinator facilitates QM activities as a collaborative effort across Ryan White Parts to develop strategies to ensure HIV care is provided in accordance with Public Health Service guidelines. The Quality Coordinator adapts a chronic care model of service delivery, fundamentals of quality improvement planning, and the National Quality Center curriculum to meet the training needs of service providers. Sheila Murphy is a licensed Registered Nurse and is a Certified Professional in Healthcare Quality. She has been the TGA's Quality Coordinator since 2006. Previously, she was the Senior QM Specialist for Hennepin County's public programs HMO. She was the Quality Management and Training supervisor for a managed-care company from 1994 to 2001. She has an Associate Degree in Nursing and a Bachelor of Arts in Human Services.

- Ryan White Outcomes Evaluation and Data Coordinator/Principal Planning Analyst – Kip Alms (0.9 FTE). Manages all Ryan White Program data systems. The Data Coordinator implements the TGA's client-level outcomes measurement system to evaluate the impact of funded services. The Data Coordinator analyzes client-level data, needs assessments, outcome results, unmet need estimates, expenditure data and epidemiology to develop service area reviews for the Planning Council and for grantee staff. Kip Alms has a MSW from the University of St. Thomas and a BS in Child Psychology from the University of Minnesota. Prior to joining the Ryan White Program in November 2009, he was a data analyst for Hennepin County's Child Protection service area for three years and an operations manager for mental health programs at Lutheran Social Services of Minnesota from 1997 to 2005.

**ATTACHMENT 1C**

**Hennepin County Human Services and Public Health Department  
Financial Analysis & Accounting**

