

2022 - 2023



Planning Council Meeting

Thursday, January 12th, 2023
4:00 pm - 6:00 pm

<https://us02web.zoom.us/j/9178940335?pwd=R3VRY2t1TTN2SE52ZVcyTDhtbTEvdz09>
Passcode: 20222023



Welcome, Introduction and Moment of Silence 4:00 pm

Patrick Baum, PC Chair

Review and Approve December 8th Minutes 4:05 pm

Patrick Baum, PC Chair

Committee Reports and Agency Updates 4:10 pm

Executive Cte, NRAC, SPEC, MNC, Consumer Cte, Agency Reps

SURVEY: Mid Year Check In 4:20 pm

PCS

Knowledge Check - Review Service Categories and Funding Streams 4:40 pm

PCS

Q3 Client Utilization and Spending Update 5:10 pm

RWSD

Bylaws Revision Review and Vote 5:40 pm

Bylaws Revision Working Group and PCS

Announcements, Evaluations and Wrap Up 6:00 pm

PC Chair and PCS



Planning Council Meeting
Thursday, January 12, 2023
Zoom
4-6 PM

Summary of Attendance

Members Present

Adam Barrett
Stephen Batchelder
Patrick Baum
Yvette Perron
Henry Cabrera
Barry Callis
Joey Carlesimo
Stephen Corbett
Sandra Custodio
Larry Day
Damon Gaines
Beth Gavin
Amanda Hart
Darian Hendricks
Allison Kirchgasser
Wendy LeBlanc
Jordan Lefebvre
Kathy Lituri
Margaret Lombe
Ericka Olivera
Ethan Ouimet
Mahara Pinheiro
Manuel Pires
Serena Rajabiun
Luis Rosa
Nate Ross
Darren Sack
Mairead Skehan Gillis
Michael Swaney
Bryan Thomas

Catherine Weerts
Karen White
Tim Young
Melissa Hector
Lamar Brown-Noguera
Justin Alves
Kim Wilson
Daniel Amato

Members Excused

Robert Giannasca

Members Absent

Jerome Hazen
Brain Holliday
Lorraine Jones
Allan McClendon
Keith Nolan
Arielle Pierre
Naika Williams

Staff

Clare Killian
Claudia Cavanaugh
Beth Williams

Guests

Eileen Merisola
Melanie Lopez
Roxy Dai
Claire Karafanda

Topic A: Welcome and Introductions

The Chair of the Planning Council called the meeting to order and led a moment of silence. PCS team took roll call.

Topic B: Review Meeting Minutes

Motion to Approve: Bryan Thomas

Second: Henry Cabrera

Result: The minutes were approved with a vote of 82% approval and 18% abstained.

Topic C: Committee Reports and Agency Updates

Committee reports were given from each committee chair for NRAC, SPEC, MNC, Consumer, and Executive.

NRAC-

- Reviewed service categories and funding streams
- Needs assessment working group still disseminating surveys- if you think anyone may want to participate then let NRAC know

SPEC-

- IN the process of reviewing service standards and will vote on those at next PC meeting
- Started process of reviewing AAAIM recommendations

MNC-

- Today will do midyear check in for satisfaction
- Retention- regularly address attendance, for people who miss more than 3 meetings or more- reminder of that and that you can make up an absence by watching the recording and notifying PCS staff
- Recruitment- we want to know about your upcoming events, will send out form later

Consumer-

- Next month will be having education presentation about anti racism and HIV care

Executive-

- Reviewed evaluation and attendance of committee and council
- Reviewed bylaws revisions, PC agenda and ongoing topics
- Reminders:
 - Today is bylaws vote
 - Keep an eye on your emails
 - All PC meetings moving forward will be virtual, subcommittee meetings are hybrid
 - If you have concerns, please put your names in reviews so you can be contacted to address your concerns

Agency updates were given from:

- The mayor's office (Melissa Hector):
 - CDC moved Suffolk County from a medium to high case rates- sending out recommendations around this and there are no masking mandates but be considerate of being in larger groups, wear masks in larger groups
 - Have COVID sites around the city with tests and vaccinations and flu vaccinations- Roxbury, Allston/Brighton, Hyde Park, Dorchester, City Hall
 - Giving away \$75 for anyone who gets COVID vaccination or booster at vaccination sites
 - Mayor having state of the city address on Jan 25th at 7pm
- MA Department of Public Health (Barry Callis):

- Prevention and care plan- joint plan with RWPC and advisory group was submitted on Dec 9th
- Tomorrow afternoon (1/12/23) having rapid HIV testing session- invited individuals to meet with bureau director about rapid HIV testing and where that may be useful
- NH Department of health and human services (Yvette Perron)
 - IHD report has been submitted
 - New hirings due to staff turnover during COVID.
 - Another offer for data analysis position
- MA Office of Medicaid (Alison Kirchgasser):
 - Behavioral health helpline (24 hour helpline) available; also new community behavioral health centers
- Boston Public Health Commission (Eileen Merisola): given later in agenda

Topic D: Mid Year Check In

Members filled out the midyear survey at the halfway point of the Council year.

Check In

- It would be great to make hybrid work for all meetings or go back to in person for all meetings
 - Find fun ways to connect with each other if we are virtual

Upcoming PC votes

- Bylaws- today
- Service standards- February
- FY24 Priority Setting- April
- FY23 Sweeps- April
- FY24 Resource Allocation- June

Topic E: Knowledge Check- Review Service Categories and Funding Streams

Members participated in a Kahoot quiz to test their knowledge.

Questions:

- Nutritional supplements provided by a licensed registered dietitian outside of an outpatient medical care visit- medical nutrition therapy
- Can ADAP funding cover co pays on non-HIV meds- yes
- Early Intervention Services focus on newly diagnosed or people unaware of their status- true
- A medical case manager can help a client find an HIV doctor- true
- What services are covered by Part A's Housing Category? Transitional housing, emergency housing, short-term housing
- Payer of last resort means that providers need to exhaust all types of funding before accessing Part A- True
- Which Ryan White program funds training and technical assistance for providers of HIV Services?- Ryan White Part F
- MAI stands for- Minority AIDS Initiative
- Which service is funded entirely by Ryan White Parts A, B, and C? -Food bank/home-delivered meals
- Which service category is NOT funded by any Ryan White parts? -Substance use services-residential

Topic F: Q3 Client Utilization and Spending Update

Program updates

- Sarah Kuruvilla was promoted to Senior Program Manager for the CQM program
- Claire Karafanda joined the team as a CQM Program Coordinator
- Presently hiring for a contract manager and another CQM coordinator
- Integrated Plan was submitted in partnership with DPH
- EHE services have started and anticipating contract extensions where appropriate for FY 23
- Data displays for the 3rd quarter were sent out to providers. These displays are visuals of program data for specific performance measures such as viral suppression and gaps in medical visits.

Service spotlight: oral health

- Oral Health provides assistance with dental care costs. This includes routine care and most procedures. The Ryan White Dental Program covers the entire EMA and contracts with over 60 providers across the 10 counties.
- As of November 30th, program is 62% spent and 1,906 clients were served
- Question: what are services spent on?
 - Crowns and routine work

Service spotlight: EFA

- Emergency Financial Assistance (EFA) provides one-time or short-term assistance for essential needs when no other resources are available.
- There are 11 providers funded for EFA in FY 22 including 1 funded under MAI.
- We have a few providers who have been spending slowly and the contract management team is working with them to ensure there are no barriers to clients accessing funds.
- As of November 30th, program is 58% spent and 277 clients were served
- Question: what are services spent on?
 - Heating bills, emergency rental assistance
 - Not everyone who has housing is providing housing assistance, some do housing navigation

Breakout rooms- what is something from Q3 client utilization and spending that you found surprising or interesting?

- What were some of the scenarios of what the money was spent on versus not spent on?
- How to know which services do what, can visit:
<https://www.boston.gov/government/cabinets/boston-public-health-commission/infectious-diseases/ryan-white-services-division/eligibility-and-services>
- SWEEP- how to distribute in different categories- it is generally used in the same categories that can use the money instead of from one category to another category
 - Some confusion around this
 - Some agencies also use Part A funding last as payer of last resort and use Part B first
- EFA- why is it low in utilization report? Are they more cautious about spending their money this year?
 - Some confusion on what the funds could be used for- at first it wasn't well defined, evolved to being that you must connect what you are going to purchase with health status of the person
 - In Ryan White there are agencies that are doing work that has already been done; example in this scenario- what is an emergency, what needs qualify as emergency- should be able to reference this as a starting point
 - EFA is defined in PCN 16-02, Service Standards and also each agency defines specific scopes of service for their agency so those 3 documents help agencies navigate using the funding source.

Topic G: Bylaws Revision Review and Vote

Changes:

- Streamlining language- using the correct abbreviations after spelling out in the first instance a word is said
- Adding gender neutral language
- Grammar review (by-laws to bylaws, verb tenses, etc.)
- Content edits (adding in membership terms to ensure compliance with HRSA)
 - Term limits: member may serve for three terms consecutively before stepping away from the Planning Council for 12 months
- Content edits (moving follow up with members who are not meeting attendance requirement from exec responsibilities to MNC responsibilities)
- Content edits (add in that we will conduct voting virtually if we hold a meeting via Zoom)
 - Comment about how this could go against the current bylaws, bylaws member said they took this into consideration while discussing feedback

Approval of FY23 Bylaws Revision

Motion: Kim Wilson

Second: Tim Young

Result: The bylaws revisions were approved with a vote of 72% approval, 10% opposed, and 17% abstained.

Topic H: Announcements, Evaluation & Adjourn

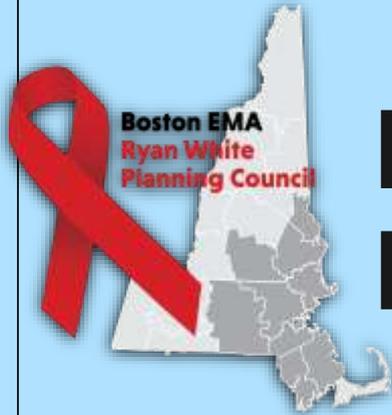
Announcements about sharing potential recruitment events by emailing PCS or fill out google form that is on Basecamp. February 7th is National Black HIV/AIDS Awareness Day and February 9th there will be a Consumer Education Series Presentation (virtual).

Meeting to Adjourn

Motion: Bryan Thomas

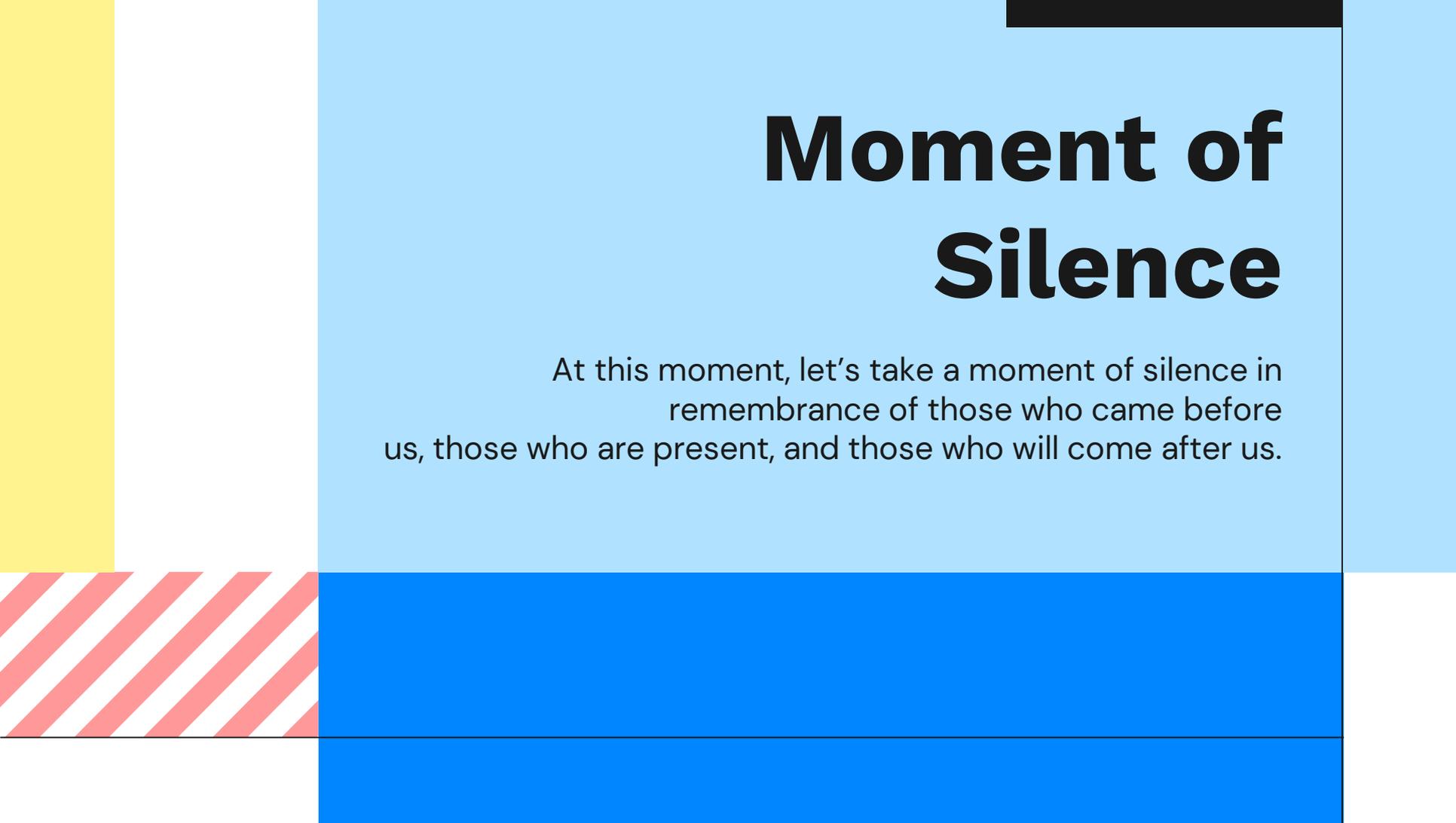
Second: Catherine Weerts

Result: The meeting was adjourned at 5:55 pm.



Planning Council Meeting

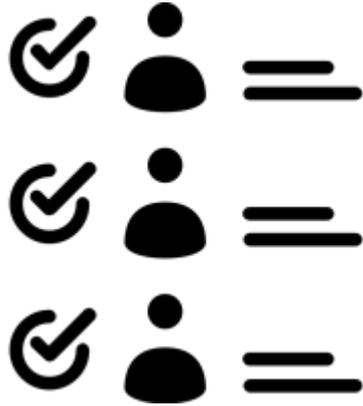
Patrick Baum, Chair
Darren Sack, Chair Elect
January 12th, 2023 (Happy New Year!!)



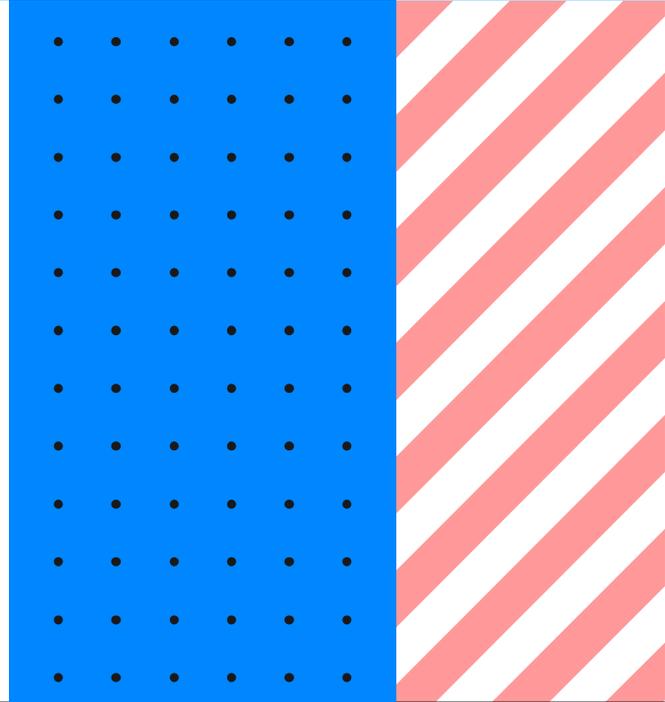
Moment of Silence

At this moment, let's take a moment of silence in remembrance of those who came before us, those who are present, and those who will come after us.

Attendance



Please state "here" or "present" when your name is called!



Agenda

01

**Review & Approve
Dec. 8th Minutes**

02

**Committee Reports &
Agency Updates**

03

**Mid Year Check In
Survey**

04

**Review Service
Categories & Funding
Streams**

05

**Q3 Client Utilization
& Spending Update**

06

**Bylaws Revision
VOTE**

01

Review & Approve Minutes

December 8th (Funding Streams Expo)

- First and Second Motion
- Zoom Poll (please vote abstain if you were not there)

02a Committee Reports

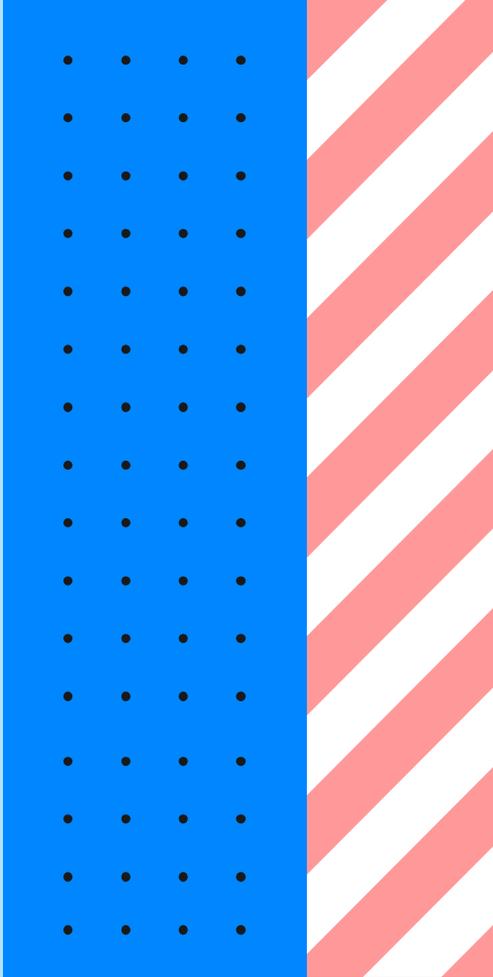
NRAC –
Catherine
Weerts

SPEC –
Margaret
Lombe

MNC –
Michael
Swaney

Consumer –
Robert
Giannasca

Executive –
Patrick Baum



02b Agency Updates

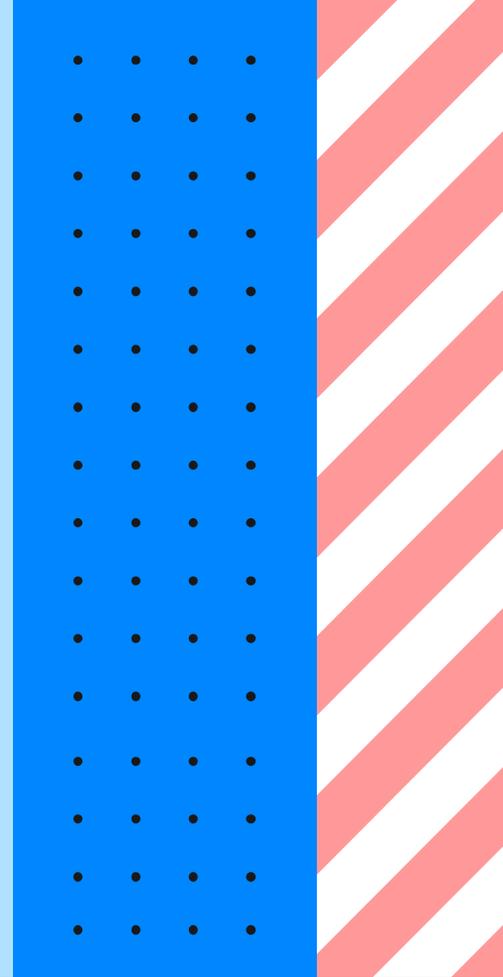
Mayor's Office
– Melissa
Hector

MA Department
of Public Health
– Barry Callis

NH Department
of Health &
Human
Services –
Yvette Perron

MA Office of
Medicaid –
Alison
Kirchgasser

Boston Public
Health
Commission –
Eileen Merisola



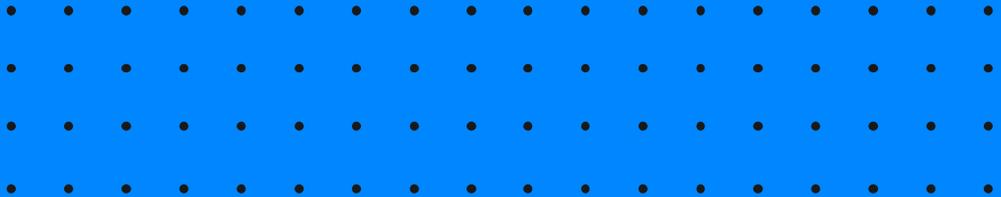
03

Mid Year Survey!



We are halfway through the Council year!
Please click the link or scan this QR code to
fill out our mid year survey.

<https://www.surveymonkey.com/r/MYSurvey>



Let's Check In!



What is going well?

Strong momentum for Consumer Cte
In person participation
Productive working groups



What can we improve on?

Reading all PC emails, ask for help!
Continue filling out meeting evaluations
Participation in collaborative work

What can PCS improve on?



Upcoming PC Votes

Bylaws

TODAY!

**Service
Standards**

February

**FY24 Priority
Setting**

April

FY23 SWEEPS

April

**FY24 Resource
Allocation**

June

**Funding
Streams**

04

**Service
Categories**

Knowledge check!



KAHOOT!



Ryan White Services Division 3rd Quarter Update

BOSTON
PUBLIC
HEALTH
COMMISSION



Program Updates

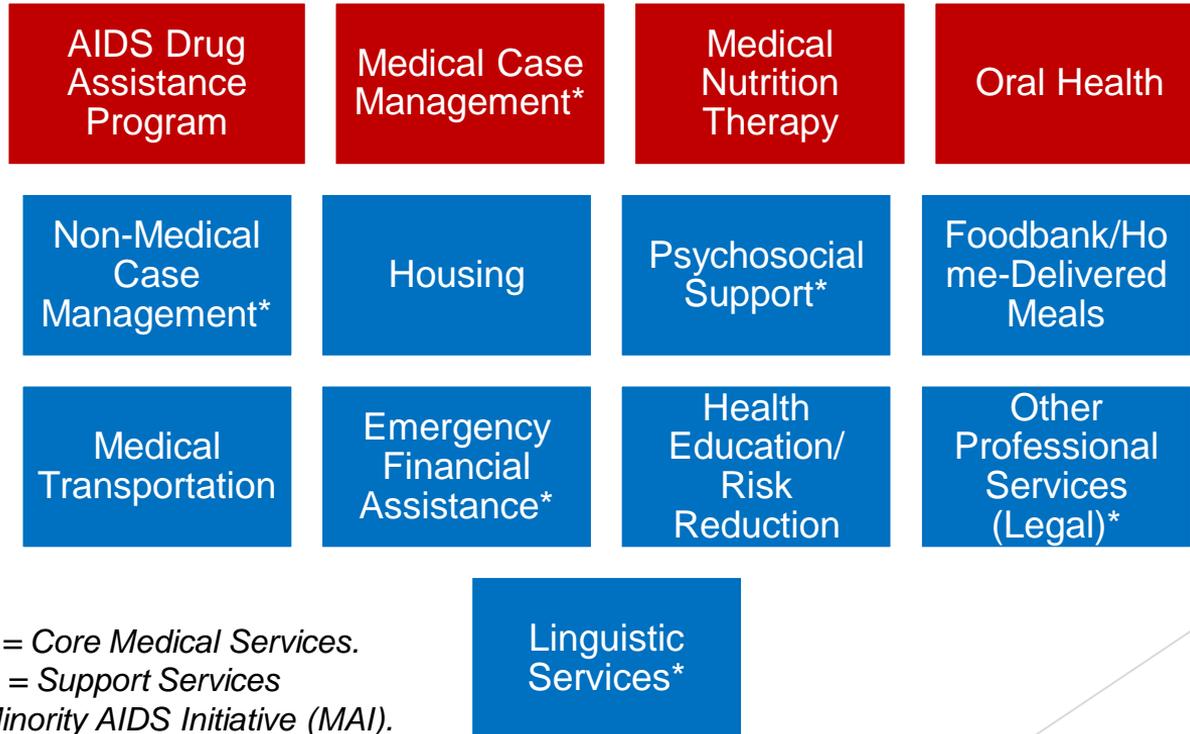
- ▶ Sarah Kuruvilla was promoted to Senior Program Manager for the CQM program
- ▶ Claire Karafanda joined the team as a CQM Program Coordinator
- ▶ Presently hiring for a contract manager and another CQM coordinator
- ▶ Integrated Plan was submitted in partnership with DPH
- ▶ EHE services have started and anticipating contract extensions where appropriate for FY 23
- ▶ Data displays for the 3rd quarter were sent out to providers. These displays are visuals of program data for specific performance measures such as viral suppression and gaps in medical visits.



FY 22 Services

▶ \$15,208,505 total award

▶ 33 funded agencies



- ▶ Red = Core Medical Services.
- ▶ Blue = Support Services
- ▶ * = Minority AIDS Initiative (MAI).

Service Spotlight: Oral Health

Oral Health provides assistance with dental care costs. This includes routine care and most procedures. The Ryan White Dental Program covers the entire EMA and contracts with over 60 providers across the 10 counties.

BOSTON
PUBLIC
HEALTH
COMMISSION



Service Spotlight: Oral Health

all data as of 11/30/22

FY22 Q3 Spending			
	Allocated	Spent	% Spent
General	\$1,421,089	\$884,612	62%

FY22 Q3 Clients Served		
	FY 22 Projection	#Clients Served
General	2,220	1,906

Service Spotlight: EFA

Emergency Financial Assistance (EFA) provides one-time or short-term assistance for essential needs when no other resources are available.

There are 11 providers funded for EFA in FY 22 including 1 funded under MAI.

We have a few providers who have been spending slowly and the contract management team is working with them to ensure there are no barriers to clients accessing funds.

Service Spotlight: EFA

all data as of 11/30/22

FY22 Q3 Spending			
	Allocated	Spent	% Spent
General	\$242,928	\$141,893	58%

FY22 Q3 Clients Served		
	FY 22 Projection	# Clients Served
General	380	277

Questions



Breakout Rooms

In your breakout rooms, discuss:

- What is something from Q3 Client Utilization and Spending that you found surprising or interesting?



06

Bylaws Revisions Review & Vote

General edits throughout the document:

- Streamlining language – using the correct abbreviations after spelling out in the first instance a word is said (PCS staff, Planning Council, etcetera)
- Adding gender neutral language (only 1 instance that needed to be edited, section 4.5)

Article 1—Name

The name of this organization shall be the Boston EMA Ryan White HIV Health Services Planning Council, hereinafter referred to as the Planning Council.

Planning Council ~~Support staff (PCS)~~ shall maintain records of a members' status as an unaligned consumer. At the start of each council year, unaligned consumers will be required to complete a form indicating the type of Part A services they receive, where

Section 4.6 Member Vacancy, Resignation, and Removal, including appeals process

The PCS ~~Planning Council Support~~ staff will monitor member attendance and provide attendance summaries once a month at the Executive Committee meeting. Members who fail to attend a total of three (3) meetings (Planning Council and/or the member's assigned subcommittee) without providing advance notification, and thus being excused, shall receive a notification of their absence issued by the CEO or their his representative. When remote operations are available, members will have the

06

Bylaws Revisions Review & Vote

Grammar review throughout the whole document:

- 'By-laws' to 'bylaws'
- Addition of periods, apostrophes or commas where necessary
- Verb tenses
- 'Super-Majority' to 'supermajority'

In the event of a conflict between these **by-laws** and the terms and revisions of the Ryan White Care Act, the Ryan White Care Act shall supersede these **by-laws**.

Members of the Planning Council shall be recruited through a well-publicized, open nominations process. The guidelines for this process are included in the applications that are distributed to potential members. Recruitment publicity shall include mailings, posted materials, social media announcements, distribution at public events and other appropriate means. The Planning Council website, the **PCSSC** office phone number, and

- Planning Council Members shall abstain from voting on matters or for specific services if the member or close family members are employed by, serve as consultants for, or are Board members of, or **have** a financial interest in, or **belong** to an organization seeking money for that specific service.

Section 5.7 Actions Requiring a Supermajority Vote

A two-thirds vote of the full Planning Council membership shall be required whenever a decision, with the exception of the regular or routine distribution of Ryan White Care Act funds, would have an adverse impact on one of the members' counties. Such **Supermajority** ~~Super-Majority~~ Votes may only be taken after a meeting at which all relevant issues are identified and discussed, and the affected county's representative(s) has/have an opportunity to be heard.

06

Bylaws Revisions Review & Vote

Content Edits:

- Section 4.4 - Adding in Membership Terms to ensure compliance with HRSA
- Found in Part A Manual, Chapter 8, page 152
- Term limits are required, but # of terms is up to PCs

Section 4.4 Membership Term

The Planning Council membership term is a period of twenty-four (24) months, ~~or two years~~. Members are eligible to renew their membership at the end of a term. ~~There shall be no term limits for members.~~ Term limits are such that ~~no~~ member may serve for three terms consecutively before stepping away from the Planning Council for at least twelve (12) months. Term limits may be waived by MNC if doing so would keep the Planning Council in compliance with mandated reflectiveness. Any individual who is appointed to fulfill a membership term within six (6) months or less of the end of a term, the remainder of the term then in progress and the following full term shall be considered that individual's first membership term.

The application for Planning Council membership shall clearly state time investment or attendance requirements, which are currently six (6) hours per month. These requirements shall be discussed in interviews with prospective members, and all new members shall be asked to sign an agreement that includes a commitment to meet these requirements. The Planning Council shall provide reasonable accommodations to those members who require and request accommodation because of illness or disability.

06

Bylaws Revisions Review & Vote

Content Edits:

- Section 7.1 – Moving "Follow up with members who are not meeting attendance requirements" from Exec responsibilities to MNC responsibilities
- MNC is responsible for attendance follow up alongside PCS

Membership and Nominations Committee (MNC) Responsibilities

The MNC will manage all tasks related to the outreach, recruitment, and nomination, as well as ongoing member training, satisfaction and retention in the Planning Council. The MNC shall accomplish these goals by:

- Follow up with members who are not meeting attendance requirements

The MNC will meet after the final Planning Council meeting in June to wrap up any pending items on the annual calendar and to make official membership nominations at times to be determined by availability of members of the MNC committee.

06

Bylaws Revisions Review & Vote

Content Edits:

- Section 5.4 – Add in that we will conduct voting virtually if we hold a meeting via Zoom.

Section 5.4 Voting

With the exception of the recipient member representative, each Planning Council member shall be entitled to one (1) vote on each matter submitted to the Planning Council for a vote. Voting by proxy is ~~not~~ permitted.

The Planning Council chair will announce the counted results of the vote, including the number of affirmative (in favor) votes, negative (opposed) votes, and abstentions. In the event that a Planning Council meeting is held virtually, such as during times when in-person meetings are not recommended by city, state, or national guidelines, voting will be conducted virtually. ~~members w. ho vote in favor of a motion will remain silent. Members that are opposed or wish to abstain shall voice their opinion.~~ This practice will allow for a structured and democratic virtual voting process.

06

Bylaws Revisions Review & Vote

We need a first and second motion to approve the FY23 Bylaws Revisions.

Please vote on the Zoom poll.

FY23 Bylaws Vote

1. A first and second motion to approve the FY23 Bylaws Revisions has been made.

How do you vote? (Single Choice) *

- Approve
- Oppose
- Abstain



Announcements

Let us know about potential recruitment events!

- How to find on Basecamp --->
- Google Form:
<https://docs.google.com/forms/d/e/1FAIpQLSdajW6IUxy8fKnORak18oIPx3zXeZBvBI2V9EY50yUWHvD06Q/viewform>
- Email pcs@bphc.org

February 7th – National Black HIV/AIDS Awareness Day

February 9th Consumer Education Series Presentation

- Virtual!!!



Please fill out the Meeting Evaluation!



<https://www.surveymonkey.com/r/Y8RNJJZ>

