

2022 - 2023



Planning Council Meeting

Thursday, March 9th, 2023
4:00 pm - 6:00 pm

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



Welcome, Introductions and Moment of Silence 4:00 pm

Patrick Baum, PC Chair

Review and Approve February 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

Re-evaluating Group Agreements 4:20 pm

PCS

Service Category Presentation 4:35 pm

SPEC

Knowledge Check 4:55 pm

PCS

Priority Setting Activity & Boston EMA Ground Rules 5:20 pm

SPEC/PCS

Announcements, Evaluations and Wrap Up 5:50 pm

Patrick Baum, PC Chair and PCS



Planning Council Meeting
Thursday, March 9, 2023
Zoom
4-6 PM

Summary of Attendance

Members Present

Justin Alves
Daniel Amato
Stephen Batchelder
Patrick Baum
Henry Cabrera
Barry Callis
Joey Carlesimo
Stephen Corbett
Sandra Custodio
Larry Day
Damon Ganes
Robert Giannasca
Amanda Hart
Jerome Hazen
Darian Hendricks
Brian Holliday
Allison Kirchgasser
Wendy LeBlanc
Jordan Lefebvre
Kathy Lituri
Keith Nolan
Ericka Olivera
Ethan Ouimet
Mahara Pinheiro
Serena Rajabiun
Luis Rosa
Nate Ross
Darren Sack
Mairead Skehan

Michael Swaney
Bryan Thomas
Catherine Weerts
Karen White
Kim Wilson
Tim Young
Arielle Pierre
Manuel Pires

Members Excused

Yvette Perron
Beth Gavin
Eileen Merisola
Adam Barrett
Allan McClendon
Melissa Hector

Members Absent

Lorraine Jones
Naika Williams
Lamar Brown-Noguera

Staff

Claire Karafanda
Melanie Lopez
Claudia Cavanaugh
Clare Killian
Vivian Dang

Guests

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: Stephen Batchelder

Second: Kim Wilson

Result: The meeting minutes were 96% approved, 4% abstained.

Topic C: Committee Reports and Agency Updates

Executive

- Planning Council came up with some new agreements that was presented at NRAC and SPEC and Executive Committee that will later be presented
- Will start having open conversations on structure for meetings next year

NRAC

- Had a call in moment for open discussion, went over priority setting activity, had a needs assessment update

SPEC

- Did member spotlight, had AAM updates

MNC

- Met past Monday about mentorship mixer that is taking place in April, talked about recruitment for remainder of the year and what kind of materials we may need for recruitment, asked if anyone knows any tabling event or opportunities and to let PCS staff know

Consumer

- Plug for next Consumer Committee Education Program about Cabenuva in April, more details will be following.
- Ad hoc committee for Anti-Stigma Campaign is moving forward with plans

BPHC

- No updates.

Mass DPH

- No updates.

MassHealth

- The continuous coverage we have had in place since COVID pandemic is about to end, we've been requiring to keep people on MassHealth even if their income changed, only terminated if people died or move out of state.
- MassHealth will send out redetermination on April, so they need current mailing address to send out redetermination packets. Will be in a blue envelope.

Topic D: Revising Group Agreements & Vote

This is a PCS-driven effort to reorient the Council around our values and address member feedback

- "Group agreements" instead of "ground rules", we are a group and together, we agree on these certain principles and values as we complete our work.
- Reviewed and approved in Executive Committee

- I will use “I” statements rather than “you” statements.
- I will share my thoughts with care, be aware of my own possible biases and remember that there’s a difference between intention and impact.
- I will listen to understand, not to respond . I will be reflective rather than reactive.
- I will provide space so everyone in the group can participate.
- I will remember my role as a participant and raise my hand to talk or put my thoughts in the chat. The facilitators are responsible for calling on us and monitoring the conversations.
- I will maintain confidentiality of all Council members’ stories and situations.
- I will respect and empower other participants’ identities – including consumer status, race, gender, sexuality, class, religion, ethnicity .
- If I am called in on unintentional harmful comments/behavior, I will listen and learn from the experience.

PCS Values:

- Creating an anti-racist and anti-oppressive Planning Council environment
- Creating a learning environment for all members
- Ensuring that as much follow up that can be done, is done
- Ensuring communication is as clear and concise as possible
- Meeting each Council member where you are in life, in your work and in your ability to participate on Council

Suggestions:

- Include “socially equitable” Planning Council Environment
- “Ensure” instead of “Create”
- Emphasize, “Respect the mission, respect the space, respect people living with HIV.”

Motion: Kathy Lituri

Second: Bryan Thomas

Result: 100% Approved the group agreements.

Topic E: Final Service Category Overview

PCS goes over service categories.

- There are 4 Core Funded and 9 Core Non-funded (by Ryan White Part A), there are 9 Support Funded and 6 Support Non-funded (by Ryan White Part A)

Topic F: Priority Setting Activity

PCS plays a skit made by members to explain how to do the Priority Setting.

Priority Setting

- The Priority Setting exercise is one of the most important processes that the Planning Council is required to complete each year. This process of ranking the 28 service categories helps to determine which services are of greatest importance to all PLWH in the Boston EMA so that we can give directives to the recipient and provide a more comprehensive system of care.

Why Priority Setting is important:

- It informs the recipient of which categories to allocate and re-allocate funds.
- Eliminates health disparities and strengthens our continuum of care.

PCS introduces a new and optional Priority Setting Tool Excel Sheet that was adapted by New York's EMA, and explains how to use it by going through the scoring criteria.

Scoring Criteria Categories:

Existing Funding

- Are there any other funding streams that provide the same or an equivalent service to Ryan White Eligible PLWH?

Access to Care and/or Maintenance in Care

- Does the category promote access to OR maintenance in primary medical care?

Consumer Priority

- Has the category been specifically identified as a priority by PLWH through needs assessment, e2Boston and/or other available data?

Specific Gaps/Emerging Needs

- To what extent does the service address a specific service gap or service needed (specific geographic area or demographic/special population?) Does this service address a newly identified or future need?

How do we set priorities?

- More data driven rather than anecdotal.
- Utilize this year's data presentations and service categories to understand the needs of PLWH within the Boston EMA and inform decisions.
- There is a resource folder on Basecamp with all necessary resources such as needs assessment data, service category cheat sheet, etc.

Topic G: KAHOOT!

Planning Council members play a game of KAHOOT! to go over service categories.

Topic H: Announcements, Evaluation & Adjourn

Members have until April 7th to do priority setting

Finalized recruitment video, let PCS know if there are any places Planning Council to recruit new members.

Meeting to Adjourn

Motion: Bryan Thomas

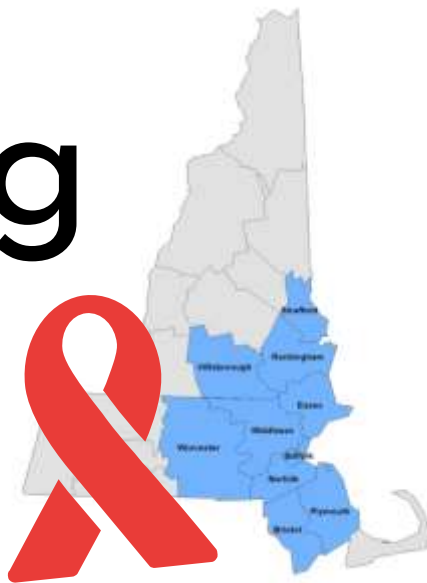
Second: Justin Alves

Result: The meeting was adjourned at 5:58pm.

March 2023

Planning Council

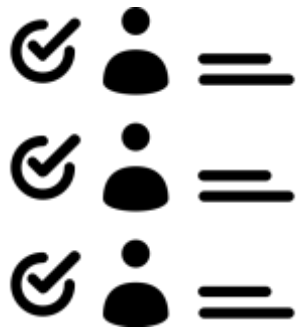
Patrick Baum, Chair
Darren Sack, Chair Elect





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

State "here" or "present" when your name is called.
Tell us what color describes you today!

TODAY'S AGENDA

(1) Review & Approve
February Minutes

(2) Committee Reports &
Agency Updates

(3) Revised Group
Agreements & Vote

(4) Final Service Category
Overview

(5) Priority Setting Activity

(6) KAHOOT!

REVIEW & APPROVE MINUTES

February 9th, 2023



Review

Are there any updates to the minutes?



Motion

First and second motion to approve!



Vote

Vote in Zoom poll

COMMITTEE REPORTS

Executive
Patrick Baum

NRAC
Catherine Weerts

SPEC
Margaret Lombe

MNC
Michael Swaney

Consumer
Robert Giannasca

AGENCY UPDATES

BPHC
Eileen Merisola

Mass DPH
Barry Callis

MassHealth
Alison Kirchgasser

NH DHHS
Yvette Perron

Mayor's Office
Melissa Hector

REVISING GROUP AGREEMENTS

- This is a PCS-driven effort to reorient the Council around our values and address member feedback
- “Group agreements” instead of “ground rules” → we are a group and together, we agree on these certain principles and values as we complete our work.
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If I am called in on unintentional harmful comments/behavior, I will listen and learn from the experience.

PCS Values

As PCS, we are dedicated to:

- Creating an anti-racist and anti-oppressive Planning Council environment
- Creating a learning environment for all members
- Ensuring that as much follow up that can be done, is done (remember the Parking Lot!)
- Ensuring communication is as clear and concise as possible
- Meeting each Council member where you are in life, in your work and in your ability to participate on Council



Vote!

FINAL SERVICE CATEGORY OVERVIEW

SPEC Review of Service Categories and Priority Setting Process

Core Medical Services

4 Funded

9 Non-Funded



Support Services

9 Funded

6 Non-Funded



Service Categories & FY23 Ranking

1	AIDS Drug Assistance (ADAP/HDAP)
2	Medical Case Management, including Treatment Adherence Services
3	Housing Services
4	Non-Medical Case Management Services
5	Emergency Financial Assistance
6	Food Bank/Home-Delivered Meals
7	Psychosocial Support Services
8	Health Insurance Premium and Cost-Sharing
9	Oral Health Care
10	Medical Transportation Services
11	AIDS Pharmaceutical Assistance
12	Mental Health Services
13	Medical Nutrition Therapy
14	Health Education/Risk Reduction

15	Linguistic Services
16	Substance Use Services (Outpatient)
17	Substance Use Services (Residential)
18	Early Intervention Services (EIS)
19	Home Health Care
20	Outpatient/Ambulatory Health Services
21	Home and Community-Based Health Services
22	Child Care Services
23	Other Professional Services (Legal Services and Permanency Planning Services)
24	Referral for Health Care & Support Services
25	Outreach Services
26	Hospice
27	Rehabilitation Services
28	Respite Care



PRIORITY SETTING ACTIVITY

SPEC



Priority Setting Video!

Starring Keith Nolen and Adam Barrett



What is priority setting?

The process of ranking **all**



service categories
in order of
importance to
PLWH in the
Boston EMA

Why is this exercise important?

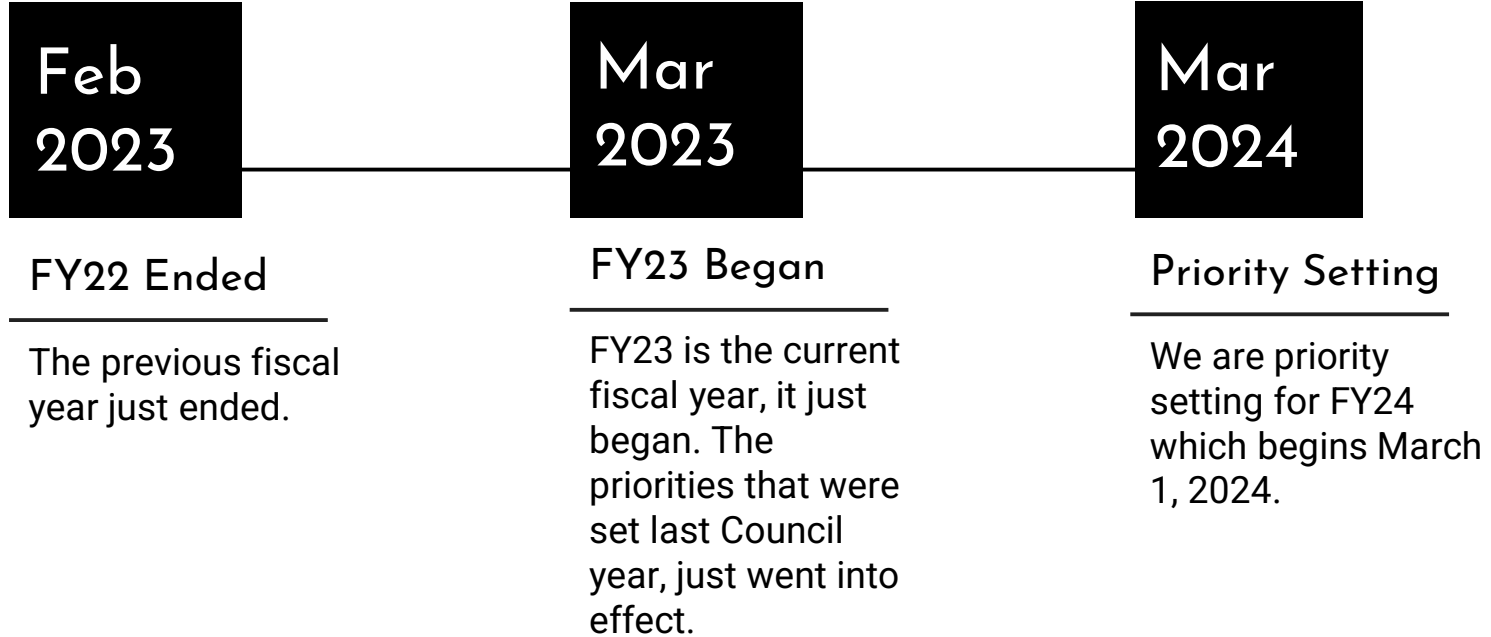


Informs the recipient of which categories to allocate and re-allocate funds



Eliminates health disparities and strengthens our continuum of care

Which fiscal year are we setting priorities for?



New Optional Priority Setting Tool

Excel Sheet Walk Through

1. Review priority setting criteria and their definitions (we are going to do this now, together)
2. For each of the service categories, select the score for each criteria in the drop down box from 1 (least important criteria, no value) to 5 (very important criteria, high value)
3. Click the button at the bottom under all of the scores to sort them and see your final ranking! Input this ranking into SurveyMonkey or on your PDF sheet. **You may change any ranking as you want to, this is only a tool to help score based on specific criteria.**



Scoring Criteria

Existing Funding
Streams:



Are there any other funding streams that provide the same or an equivalent service to Ryan White eligible PLWH?



Scoring Criteria

Access to
Care/Maintenance in
Care:



Does the category promote
access to OR maintenance in
primary medical care?



Scoring Criteria



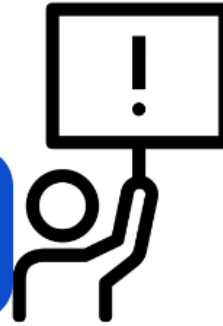
Consumer Priority:

Has the category been specifically identified as a priority by PLWH through needs assessment, e2Boston, and/or other available data?



Scoring Criteria

Specific
Gaps/Emerging Needs:



To what extent does the service address a specific service gap or service needed (specific geographic area or demographic/special population?)

Does this service address a newly identified or future need?



Let's go through the Excel Sheet together

[Boston EMA-Priority Setting Guide.xlsx](#)



How do we set priorities?

Review past data presentations & Service Category definitions

- Epidemiological Data
- Needs Assessment
- Service utilization
- Service Category Cheat Sheet
- SPEC Recommendations

Utilize knowledge from your personal and professional experiences!

HQ Boston RW Planning Council → Docs & Files → PRIORITY SETTING RESOURCES



Priority Setting Instructions



SURVEY MONKEY or PDF

PCS will send out the PDF of the Priority Setting Ballot or scan the QR code for the SurveyMonkey version!

Link: <https://www.surveymonkey.com/r/FY24PS>

SET YOUR PRIORITIES

Enter your rankings for ALL service categories:

1 = MOST important, 28 = LEAST important

FINAL VOTE

PCS will reveal the final rankings to be voted on at the April 14th Planning Council Meeting.

DEADLINE:
APRIL 7TH

Priority Setting Ballot

Directions: Rank service categories from 1 to 28, with 1 being the most important.

SERVICE CATEGORIES	RANK
ADD/Drug Assistance Program	
Treatments (NAP)	
ADD/Pharmaceutical Assistance	
Child Care Services	
Early Intervention Services (EIS)	
Emergency Financial Assistance	
Food Bank/Home Delivered Meals	
Health Education/Risk Reduction	
Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	
Home and Community-Based Health Services	
Home Health Care	
Housing	
Respite	
Respite Services	
Medical Case Management, Including Treatment Adherence Services	
Medical Nutrition Therapy	
Mental Health Services	
Medical Transportation	
Non-Medical Case Management Services	
Oral Health Care	
Other Professional Services (Legal Services and Bereavement Planning)	
Outpatient (Ambulatory Health Services)	
Outreach Services	
Peer Support Services	
Referral for Health Care and Support Services	
Rehabilitation Services	
Respite Care	
Substance Abuse Outpatient Care	
Substance Abuse Services (Inpatient)	

KAHOOT!

Join our Kahoot game to review
the Priority Setting activity!

Go to www.kahoot.it
Type in Game Pin



ANNOUNCEMENTS & EVALUATION

- You have until APRIL 7th to do your priority setting! Please reach out to PCS if you need any assistance.
- Recruitment!!! We have finalized recruitment materials and will begin recruiting soon.
 - BLC – tomorrow!
 - Bayard Rustin Community Breakfast – Saturday, April 8
- Any other announcements?

JOIN THE BOSTON EMA RYAN WHITE HIV SERVICES PLANNING COUNCIL!

The Boston EMA Ryan White Planning Council is in an independent group that allocates federal Ryan White Part A funds for HIV services in the EMA

Who Could Apply?

- People Living with HIV
- Anyone interested in Public Health, Social Services, or Medical Fields
- Boston EMA Residents
- We especially encourage and welcome people of color and people from underrepresented communities to apply

APPLY NOW!

Deadline to apply is June 16th, 2023

For more information, email Planning Council Support Staff at: pcs@bphc.org



Meeting Evaluation!