



Last meeting of the 2023-2024 term!

Planning Council

Thursday, June 20th, 2024 | 4:00 pm - 6:00 pm
Non Profit Center, 89 South St., Boston, MA 02111

ZOOM LINK:

<https://us02web.zoom.us/j/9178940335?pwd=bk94emJRZmZnSy9ONUJvZmhTMEMOQT09>

.....

Welcome & Moment of Silence

4:00 pm

Darren Sack, PC Chair

Attendance

4:05 pm

PCS

June 13th Minutes Review

4:10 pm

Darren Sack, PC Chair

Agency Updates

4:20 pm

Agency Representatives

BPHC Response to AAM

4:30 pm

Ryan White Services Division

FY24 Ryan White Part A Award Information

4:50 pm

Ryan White Services Division

FY25 Resource Allocation Vote

5:00 pm

NRAC & PCS

MNC Year End Report & Nominations Preview

5:10 pm

MNC & PCS

Consumer Committee Year End Report

5:25 pm

Consumer Committee & PCS

2024-2025 Chair-Elect Elections

5:40 pm

Darren Sack, PC Chair & Margaret Lombe, 2023-2024 Chair-Elect

Announcements & Adjourn!

5:50 pm

Darren Sack, PC Chair

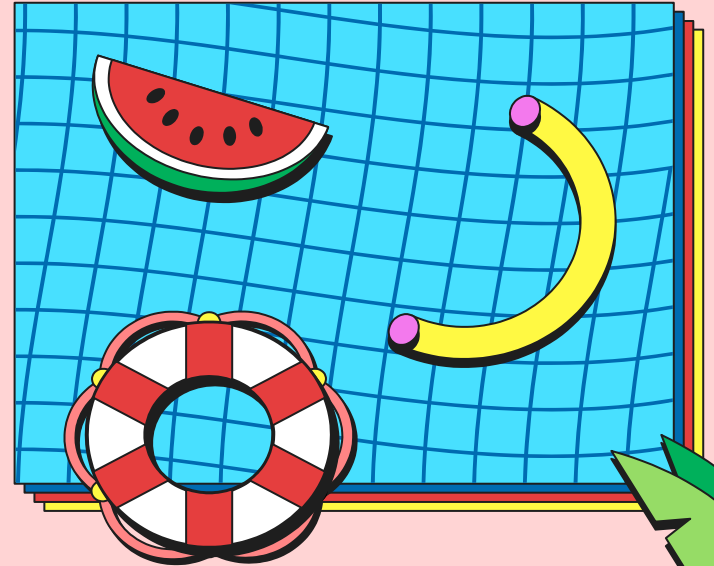
Our last meeting of the 2023 -2024 year!

PLANNING COUNCIL

June 20th

Darren Sack, Chair

Margaret Lombe, Chair-Elect

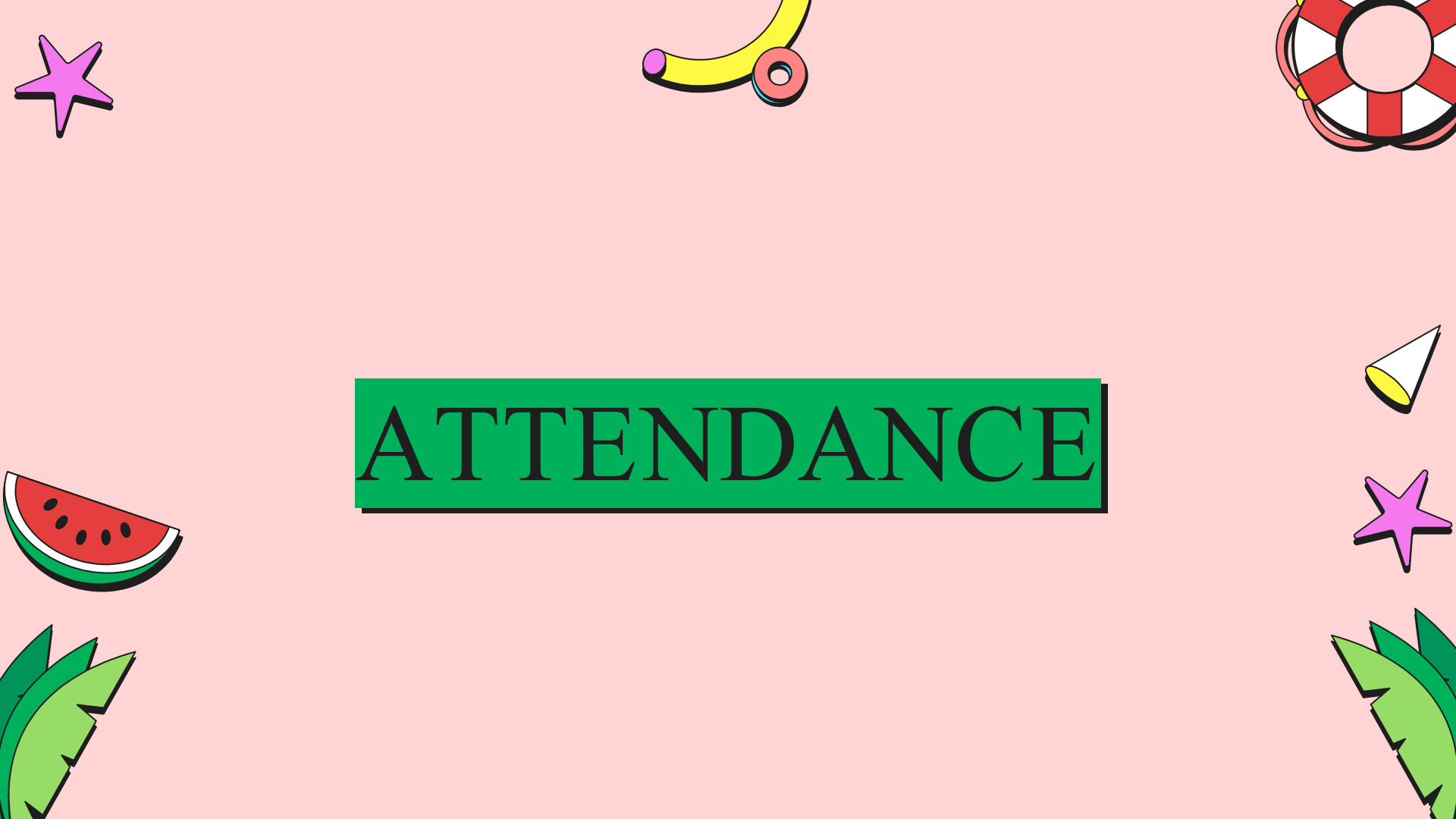




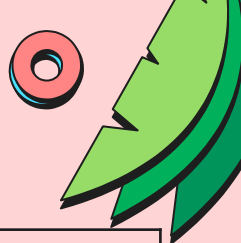
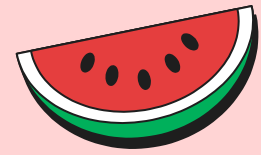
MOMENT OF SILENCE

At this time, let us take a moment of silence to remember those who came before us, those who are present, and those who will come after us.





ATTENDANCE



MEETING AGENDA

Agenda	Objectives
June 13 th Minutes Review	List any edits to the June 13 th Meeting Minutes & vote to approve them.
Agency Updates	Hear any relevant updates from Agency Representatives.
BPHC Response to AAM	Hear BPHC's response to the recommendation from SPEC from the AAM.
FY24 Ryan White Part A Award Information	Hear from BPHC about the progress of the FY24 Part A award
FY25 Resource Allocation Vote	Vote on the FY25 Resource Allocation Funding Scenarios presented on June 13 th by NRAC
MNC Year End Report & Nominations Preview	Hear from MNC about their accomplishments this year and get a preview of the new member applicants!
2024-2025 Chair-Elect Elections	Elect your 2024-2025 Chair-Elect!!!

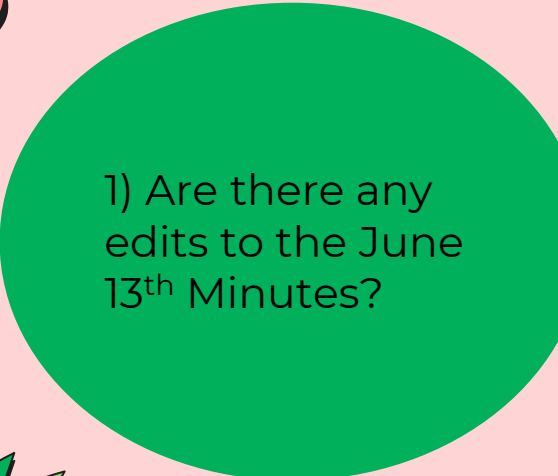




June 13th



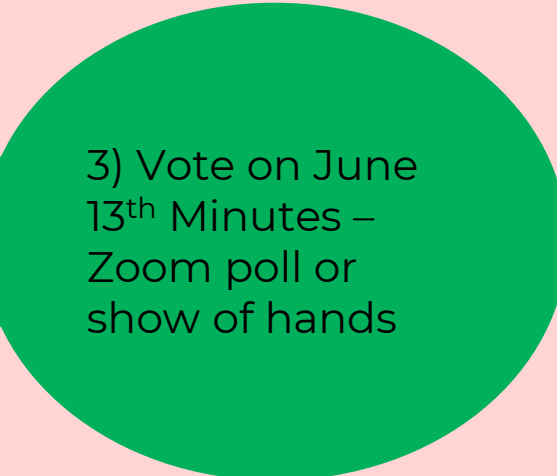
MINUTES REVIEW & VOTE



1) Are there any edits to the June 13th Minutes?



2) First & Second Motion to Approve Minutes



3) Vote on June 13th Minutes – Zoom poll or show of hands





AGENCY UPDATES

Barry Callis, MDPH

Yvette Perron, NH DHHS

Alison Kirchgasser, MassHealth

Melissa Hector, Mayor's Office

Melanie Lopez, BPHC

AAM RWSD RESPONSE

**Presented By : Melanie Lopez
Interim Director of Client Services**

June 20, 2024

**BOSTON
PUBLIC
HEALTH
COMMISSION**



AAM RECOMMENDATION

Requesting BPHC to have a mitigation strategy for when there are outliers in the data, specifically with contracting and invoicing, and if there is one, share with the Council more detailed information on how this mitigation plan is used and context for such varied data.

This recommendation was made particularly because of the data and how there were various lengths of time for contracting and invoicing, varying from few days to very long durations.

CURRENT MITIGATION PLAN

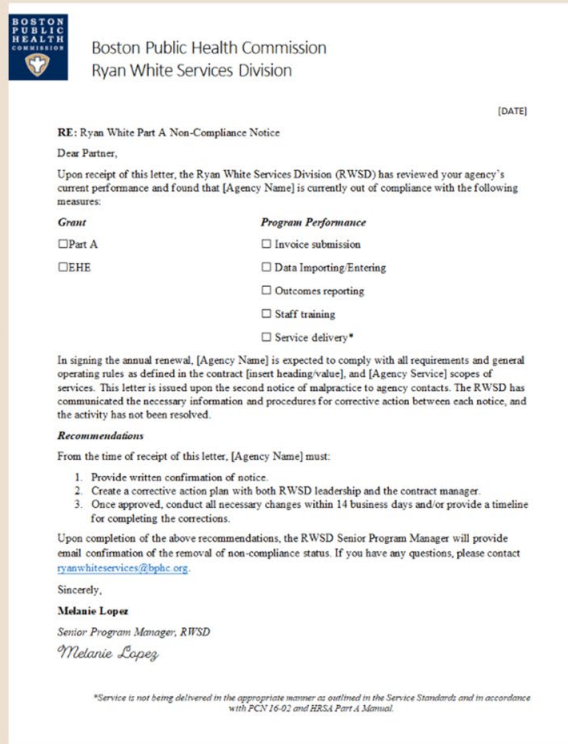
Compliance Discussions and Letters

As a general practice, RWSD has the SOP to have 3 discussions with an agency on undesirable practices. Each discussion includes the contract manager, and a representative from Program, Data or Fiscal, depending on the concern. After repeated discussions on delayed, inconsistent, or incorrect practices conducted by the agency with the RWSD, leadership within Fiscal/Data/Program will sign off on a Letter of Non-Compliance for the agency.

CURRENT MITIGATION PLAN

● Compliance Discussions and Letters

Provides them instructions on how to remedy non-compliance with a timeline.



Select which area of the program there is program issues.



CURRENT MITIGATION PLAN

● Internal Compliance Tracker

While we are unable to provide specific agencies who are out of compliance, we are able to provide analyses on our trackers to the council throughout the year. Key details to include in the future: How many agencies have been issued a letter, response rate, and any improvements/barriers.

The RWSD SPEC Liaison could provide these updates on a quarterly basis to SPEC.

Agency Name ▾	Service ▾	Letter Emailed ▾	Received confirmation email ▾	Received CAP ▾	Approved CAP ▾	Deadline for Implementation ▾	Notes ▾
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QUESTIONS? THANK YOU

E: mlopez@bphc.org

FY24 Ryan White Part A
Award Information

BOSTON
PUBLIC
HEALTH
COMMISSION





ACTUAL AWARD TIMELINE



BPHC close
out previous
year

HRSA
distributes
Partial
Award to
BPHC

BPHC
distributes
Partial Award
to Agencies

Federal
Budget
Approved

HRSA
provides Full
Award to
BPHC





BPHC
distributes
Full Award to
Agencies






FY24 AWARD



Notice	Award	Amount	Period
January 2023	Partial Award	\$6,506,109	3/1/2023-5/1/2023
May 2024	Full Award	\$15,056,179	5/1/2024-2/28/2025



What changed?

- 
- No increase to the full award.
 - All partials were executed within the proper timeframe and working on full awards now.



FY25 RESOURCE ALLOCATION VOTE



REMINDER

- If any member has a financial interest, either as an employee or as a fiduciary, in any matter(s), which comes before the Planning Council, they must disclose such financial interest in advance of any discussion on such matter(s).
- Members shall not vote on such matter(s) if the matter being voted on is specific to that interest (i.e., a vote only on a service category for which their employee's agency is funded) but may participate in the discussion(s).

****If any discussion arises that pertains directly to a service category for which your agency is funded, please state your conflict before participating.**

Ex: If we are voting on funding to only Medical Case Management and you work at an agency funded for Medical Case Management, you must disclose and abstain.



OVERVIEW

Council members will vote on the following recommendations from NRAC:

- FY23 Actual Unexpended funds
- FY24 Estimated Unexpended funds
- FY25 Funding Scenarios (including MAI)
- Additional Guidance to BPHC



VOTE - RECOMMENDATION #1

FY23 ACTUAL UNEXPENDED FUNDS RECOMMENDATION

NRAC Recommendation:

- 30% to ADAP (10% Increase from FY22)
- 30% to Emergency Financial Assistance
- 20% to Food Bank/Home-Delivered Meals (10% Decrease from FY22)
- 20% to Medical Nutrition Therapy

Approved: You support the recommendation

Opposed: You are against the recommendation

Abstention: You decline to vote

VOTE - RECOMMENDATION #2

FY24 ESTIMATED UNEXPENDED FUNDS RECOMMENDATION

NRAC Recommendation (will be the same as FY23):

- 30% to ADAP (10% Increase from FY22)
- 30% to Emergency Financial Assistance
- 20% to Food Bank/Home-Delivered Meals (10% Decrease from FY22)
- 20% to Medical Nutrition Therapy

Approved: You support the recommendation

Opposed: You are against the recommendation

Abstention: You decline to vote

VOTE - RECOMMENDATION #3

FY25 FUNDING SCENARIOS

1. Level Funding Scenario
2. \$500,000 **decrease** below level funding
3. \$500,000 **increase** above level funding
4. Minority AIDS Initiative (MAI) FY23 carry over and FY25 level

Summary Part A Scenarios

Rank	Service Category	FY 2024 Base	FY 2025 \$500k ↓	FY 2025 Level Funding	FY 2025 \$500k ↑
1	AIDS Drug Assistance	\$157,344	\$151,904	\$157,344	\$162,784
2	Medical Case Management	\$4,392,794	\$4,240,924	\$4,392,794	\$4,494,664
3	Housing Services	\$1,422,068	\$1,372,903	\$1,422,068	\$1,471,233
4	Non-Medical Case Management	\$958,012	\$924,891	\$958,012	\$991,133
5	Oral Health Care	\$1,427,799	\$1,378,436	\$1,427,799	\$1,527,162
6	Food Bank/Home-Delivered Meals	\$801,448	\$773,740	\$924,378	\$829,156
7	Emergency Financial Assistance	\$216,987	\$209,485	\$216,987	\$224,489
10	Medical Transportation	\$211,719	\$204,399	\$150,254	\$219,039
11	Psychosocial Support	\$907,365	\$875,995	\$845,900	\$938,735
12	Medical Nutrition Therapy	\$1,141,860	\$1,102,383	\$1,203,325	\$1,181,337
14	Health Education/Risk Reduction	\$346,609	\$334,626	\$285,144	\$358,592
16	Linguistics	\$22,725	\$21,939	\$22,725	\$23,511
18	Other Professional Services	\$51,873	\$50,080	\$51,873	\$53,666
	MCM/NMCM Training	\$234,380	\$226,277	\$234,380	\$242,483

Summary MAI Scenarios: FY23 Carry Over

FY25 Rank	Service Category	FY24 Potential Base	FY24 Base % of MAI	FY23 % of Unexpended Funds		FY23 Carry Over PC Recommendation	FY24 Base + FY23 Carry Over Funding
1	MAI - Case Management, Medical	\$462,576	53%	0%		\$ -	\$462,576
2	MAI - Case Management, Non-Medical	\$179,490	20%	0%		\$ -	\$179,490
3	MAI - Emergency Financial Assistance	\$45,498	5%	67%	\$ 74,601	\$ 74,600.66	\$120,099
4	MAI - Psychosocial Support	\$106,287	12%	0%		\$ -	\$106,287
5	MAI - Linguistic Services	\$0	0%	33%	\$ 37,300	\$ 37,300.33	\$37,300
6	MAI - Other Professional Services (Legal)	\$82,995	9%	0%		\$ -	\$82,995
	Direct Service Total	\$876,846	100%		\$111,901	\$876,846.00	\$988,747
	<i>Quality Management (5% cap)</i>	\$35,681	3.52%			\$35,681.00	
	<i>Administration/Planning Council Support (10% cap)</i>	\$101,392	10%				
	Total Planned Allocation	\$1,013,919					
	Total FY 2024 MAI Award*	\$1,013,919					
					FY23 MAI Unexpended Funds	\$111,901	

Summary MAI Scenarios: FY25 Level Funding

Rank	Service Category	FY 2024 Base	FY 2025 \$500k ↓	FY 2025 Level Funding	FY 2025 \$500k ↑
1	MAI - Case Management, Medical	\$462,576	\$462,576	\$462,576	\$462,576
2	MAI - Case Management, Non-Medical	\$179,490	\$179,490	\$179,490	\$179,490
3	MAI - Emergency Financial Assistance	\$45,498	\$45,498	\$45,498	\$45,498
4	MAI - Psychosocial Support	\$106,287	\$106,287	\$106,287	\$106,287
5	MAI - Linguistic Services	\$0	\$0	\$0	\$0
6	MAI - Other Professional Services (Legal)	\$82,995	\$82,995	\$82,995	\$82,995

Remember – we did not do increase/decrease scenarios for MAI

Summary

FY24 Base:
\$15,228,609

FY25 \$500K
Reduction:
\$14,728,609

FY25 Level:
\$15,228,609

FY25 \$500K
Increase: \$15,728,609

Rank	Service Category	FY 2024 Base	FY 2025 \$500k ↓	FY 2025 Level Funding	FY 2025 \$500k ↑
1	AIDS Drug Assistance	\$157,344	\$151,904	\$157,344	\$162,784
2	Medical Case Management	\$4,392,794	\$4,240,924	\$4,392,794	\$4,494,664
3	Housing Services	\$1,422,068	\$1,372,903	\$1,422,068	\$1,471,233
4	Non-Medical Case Management	\$958,012	\$924,891	\$958,012	\$991,133
5	Oral Health Care	\$1,427,799	\$1,378,436	\$1,427,799	\$1,527,162
6	Food Bank/Home-Delivered Meals	\$801,448	\$773,740	\$924,378	\$829,156
7	Emergency Financial Assistance	\$216,987	\$209,485	\$216,987	\$224,489
10	Medical Transportation	\$211,719	\$204,399	\$150,254	\$219,039
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12	Medical Nutrition Therapy	\$1,141,860	\$1,102,383	\$1,203,325	\$1,181,337
14	Health Education/Risk Reduction	\$346,609	\$334,626	\$285,144	\$358,592
16	Linguistics	\$22,725	\$21,939	\$22,725	\$23,511
18	Other Professional Services	\$51,873	\$50,080	\$51,873	\$53,666
	MCM/NMCM Training	\$234,380	\$226,277	\$234,380	\$242,483
1	MAI - Case Management, Medical	\$462,576	\$462,576	\$462,576	\$462,576
2	MAI - Case Management, Non-Medical	\$179,490	\$179,490	\$179,490	\$179,490
3	MAI - Emergency Financial Assistance	\$45,498	\$45,498	\$45,498	\$45,498
4	MAI - Psychosocial Support	\$106,287	\$106,287	\$106,287	\$106,287
5	MAI - Linguistic Services	\$0	\$0	\$0	\$0
6	MAI - Other Professional Services (Legal)	\$82,995	\$82,995	\$82,995	\$82,995
	Direct Service Total	\$13,169,829	\$12,744,829	\$13,169,829	\$13,594,829
	<i>Part A Quality Management (5% cap)</i>	\$500,238	\$475,238	\$500,238	\$525,238
	<i>MAI Quality Management (5% cap)</i>	\$35,681	\$35,681	\$35,681	\$35,681
	Total: QM	\$535,919	\$510,919	\$535,919	\$560,919
	<i>Part A Administration/PCS (10% cap)</i>	\$1,421,469	\$1,371,469	\$1,421,469	\$1,471,469
	<i>MAI Administration (10% cap)</i>	\$101,392	\$101,392	\$101,392	\$101,392
	Total: Admin/PCS	\$1,522,861	\$1,472,861	\$1,522,861	\$1,572,861
	Total Planned Allocation	\$15,228,609	\$14,728,609	\$15,228,609	\$15,728,609
		FY24 Base	FY25 \$500K Decrease	FY25 \$500K Level	FY25 \$500K Increase
	FY 2025 Funding Scenarios	\$15,228,609	\$14,728,609	\$15,228,609	\$15,728,609
	Part A Service Proportions				
	Core Medical Services	\$7,119,797	\$6,873,647	\$7,181,262	\$7,365,947
	Health-Related Support Services	\$4,938,806	\$4,768,059	\$4,877,341	\$5,109,553
	% Core Medical Services	59%	59%	60%	59%
	% Health-Related Support Services	41%	41%	40%	41%

VOTE - RECOMMENDATION #3

FY25 FUNDING SCENARIOS

The Planning Council votes to adopt the package of FY25 funding scenarios and MAI recommendations as presented to the Council on June 13, 2024 and reviewed today.

Approved: You support the recommendation

Opposed: You are against the recommendation

Abstention: You decline to vote

VOTE - RECOMMENDATION #4

ADDITIONAL GUIDANCE TO BPHC

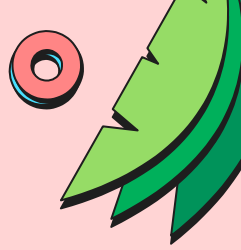
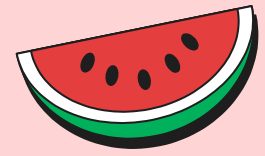
Recommendation:

“To allow BPHC the flexibility to adjust category funding allocations based on emerging needs and the changing environment by up to 25% above or below the levels for each service category, **with the exception of categories funded at less than \$500,000 are given up to 50% leeway** as established in the FY25 Funding Scenario recommendations.”

Approved: You support the recommendation

Opposed: You are against the recommendation

Abstention: You decline to vote



MNC YEAR END REPORT & NOMINATIONS PREVIEW

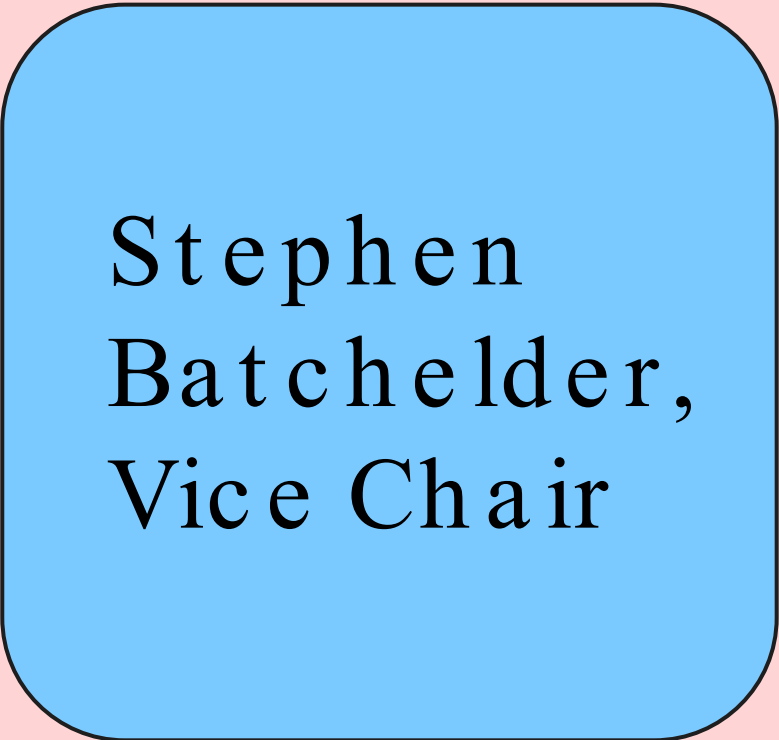




Leadership Team



Kim Wilson,
Chair



Stephen
Batchelder,
Vice Chair



Committee Charge

The Membership and Nominations Committee (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 committee shall accomplish these goals by:

- **Executing the open-nominations proceedings annually**
- **Participating in member recruitment efforts, including presence at community events where new members are likely to be recruited**
- **Collaborating with Consumer Committee in outreach and member recruitment efforts**
- **Collaborating with Consumer Committee in member orientation, training and development**
- **Overseeing all conflict-of-interest policies and managing grievance proceedings**

Committee Members

Kim Wilson

Stephen
Batchelder

Robert
Giannasca

Melissa
Hector

Margaret
Lombe

Darren
Sack

Michael
Swaney

Bryan
Thomas

Catherine
Weerts

MNC Activities

Member Updates

- MNC reviewed member attendance during each meeting
- PCS and MNC had discussions about attendance with members who needed additional assistance with attending meetings

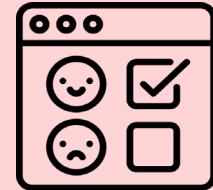


Mentorship Program

- MNC held a mentorship mixer for mentors and mentees at the beginning of the Council year
- MNC and PCS Chair reached out to mentors and mentees to keep a streamline communication between the pairings

Mid-Year Survey

- MNC and PCS made edits to the mid year survey based on feedback and distributed the surveys to Council.
- This was presented to Exec and Council for recommendations, and feedback was implemented to improve Planning Council meetings and presentations.



Recruitment + Outreach

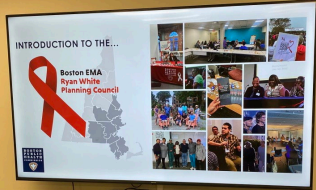
Events

- Bayard Rustin Community Breakfast
- Wellness Clinic at Bruce C. Boiling Municipal Building
- National HIV/AIDS Awareness Day Round Dance
- Neighborhood Coffee Hours at various Boston neighborhoods
- Provider Training
- Boston Pride (hundreds of flyers and merch were passed around)



Outreach

- Part A Contacts
- Part C Contacts
- BPHC Contacts
- Support Groups from AIDS Project Worcester
- Community Orgs such as:
 - MA Trans Political Coalition
 - Boston Lesbian Urban Foundation
 - Multicultural AIDS Coalition
 - Boston University School of Public Health
- Suffolk University
- Social media posts and more!



Nominations Update

10 New Member Applications

11 Completed Incumbent Applicants

2 term limited members eligible to return

Waiting for a few more applications!



Nominations Meeting: June 26, 2:00pm – 5:00pm

Reflectiveness Update

40 total members
17 total consumers
13 are unaligned
= 32.5%

No vacant HRSA requirement membership categories!

Reflectiveness Update

New Member Applicants are....

50% consumers

30% unaligned consumers

50% women, **50%** men

50% Black or African American, **40%** white and **10%** Asian



New Member applicants are represented by **Suffolk, Norfolk, Worcester and Rockingham** counties.



MNC Recommendations




Recommendations for the 2024-2025 MNC:

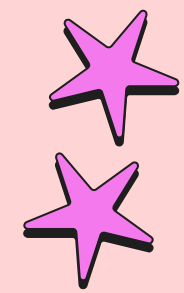
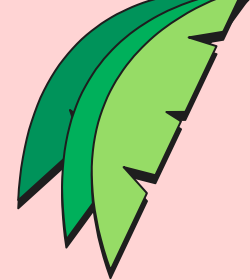
- MNC remains virtual
 - Development of a clear progressive action/performance improvement plan to correct attendance issues with members.
 - Keep outreach in the community making sure we have representation where it is lacking
 - Start recruitment earlier and be in the neighborhood, better representation in places that we need.
 - Have an operating or policy/procedure manual which would allow us to change without requiring a full Council input/vote
 - Make a procedure/checklist for tabling events for recruitment
 - Better system for feedback – a member asked if we could create a standing, anonymous feedback mechanism that lives on Basecamp
 - Recruit new members to join MNC
 - Start mentorship pairing and programming at Orientation
- 
- 



Planning Council Recommendations

Recommendations for the 2024-2025 Planning Council

- Begin asking questions of the week
 - Weekly updates
 - Have weekly interactive activities
 - Develop ways to increase socialization
 - More networking opportunities
 - Continue integrating equity values we learn as a group and make them more concise for next year
 - Continue Consumer Committee and their topic of interest presentations
- 



CONSUMER COMMITTEE
YEAR END REPORT





Consumer Leadership



**Darian Hendricks
Chair**

**Regina Grier
Vice Chair**





Committee Members



CHAIR:

VICE CHAIR:



Darian
Hendricks

Regina Grier

Robert
Giannasca

Mitchell
Barys

Darren Sack

Carlton
Martin

Barry Callis

Beth Gavin

Henry
Cabrera

Michael
Swaney

Amanda
Hart

Yvette
Perron

Kim Wilson

Catherine
Weerts

Christopher
McNally

Stephen
Batchelder

Shirley
Royster

Bryan
Thomas







COMMITTEE CHARGE

The Consumer Committee is one of the Planning Council's standing committees. The Planning Council's Bylaws state the charge to the committee as follows:


The Consumer Committee shall ensure that people living with HIV and/or AIDS are empowered, supported, and encouraged to work on the full range of activities that the Planning Council undertakes in the execution of its mandate by:

- **Fostering and developing consumer leadership;**
- **Working with the Executive Committee to ensure that at least one Consumer is on each Planning Council committee;**
- **Informing the Planning Council on issues from a consumer perspective, as needed;**
- **Ensuring that diverse consumer input and participation are included in all Planning Council and committee activities.**





You already
know and
love someone
living with HIV



Year in Review



Anti - Stigma Campaign



Website & Social Media

Anti-Stigma Resource Library

You found our campaign, now how can we help you find resources you may need? Click through the drop-down menus below to see what is available to you in our area. This section is a hub for a variety of resources.

Please reference "[HIV Services and Testing Centers.](#)" for more specific resources.

Anti-Stigma Education +

BIPOC Resources +

Community Spaces +

Disability Services +



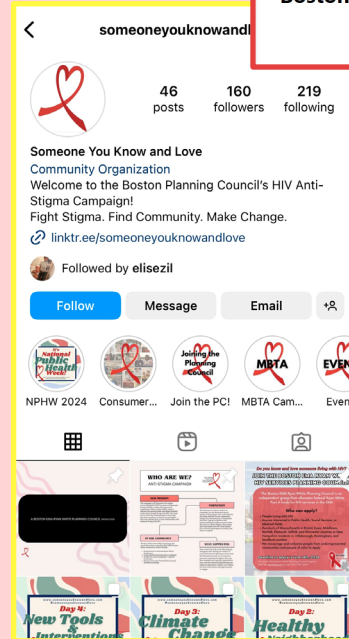
[Home](#) [About us](#) [Watch the Film](#) [Resources](#) [Get Involved](#) [Community Highlights](#) [Contact](#)

Someone You Know and Love

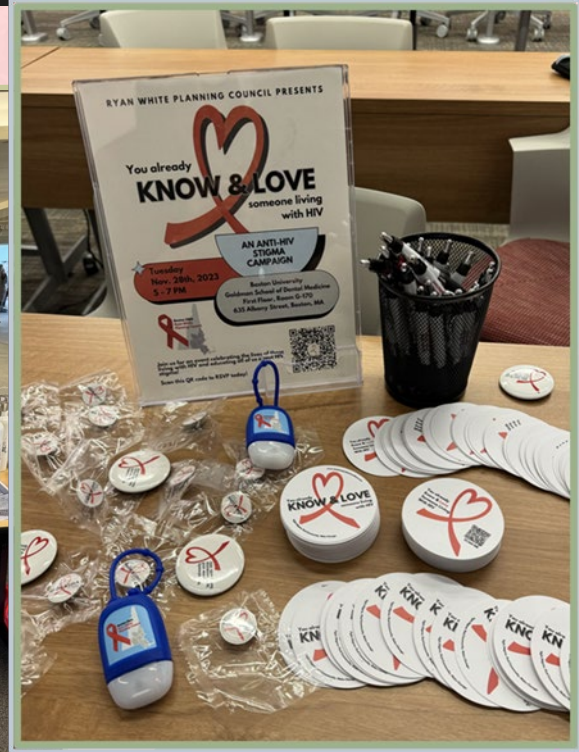
Boston EMA Ryan White Planning Council Anti-Stigma Campaign

Fight Stigma. Find Community. Make Change.

[Watch the Full Film](#)



Marketing and Merchandise



Outreach Events

- BU School of Dental Medicine
- Suffolk University
- Presentation at SPOKE Art World AIDS Day Event





Year in Review



Education Sessions

Education Sessions



October
SPOKE Art Workshop



November
BPHC Needs Assessment
Listening Session



January
Native American Lifelines

Education Sessions

QUILTING AN UNDERSTANDING OF THE BLACK WOMAN'S EXPERIENCE AND THE HIV EPIDEMIC



Join the Consumer Committee in welcoming guests from the Multicultural AIDS Coalition (MAC) in honor of National Black HIV/AIDS Awareness Day. This will be an enriching discussion on the experiences of Black women and the HIV epidemic, with guests including Jill Gulston, Case Manager (WCAC), Elizabeth Valentin, Lead Case Manager (Peer Support), Fatuma Ndagire, Program Coordinator (AFIA), and Vella Riley, Founder/Facilitator (Connected Boston "Save Ourselves").

FEBRUARY 8TH, 2024 | 2:00 - 3:30 PM

NONPROFIT CENTER, 89 SOUTH STREET, BOSTON, MA 02111, OR ON ZOOM

February

Multicultural AIDS Coalition

BOSTON EMA RYAN WHITE PLANNING COUNCIL
CONSUMER COMMITTEE PRESENTS

Machine Learning to Improve PrEP Prescribing: Challenges and Opportunities



GUEST SPEAKER:
Julia Marcus, PhD, MPH
Department of Population Medicine
Harvard Medical School and Harvard Pilgrim Health Care Institute

MEETING DETAILS

DATE: Thursday, March 14th, 2024
TIME: 2:00 - 3:30pm
LOCATION: NonProfit Center
89 South Street
Boston, MA 02111

CAN'T MAKE IT IN PERSON? JOIN US ON ZOOM!

Phone: 617-947-4299
Web: <https://www.pcsa.org>
Email: info@pcsa.org

CONTACT US

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(617) 947-4299

March

Machine Learning to Improve PrEP Prescribing

The Boston EMA Ryan White Planning Council's Consumer Committee Presents:

WOMEN WITH HIV: ADVANCES IN HIV TREATMENT AND PREVENTION AND FUTURE DIRECTIONS IN VACCINE DEVELOPMENT

Join us to learn more about the medical advancements in HIV treatment and care.

THURSDAY

DATE: APRIL 11, 2024
TIME: 2:00 - 3:30 PM
LOCATION: NONPROFIT CENTER
89 SOUTH STREET
BOSTON, MA 02111

JOIN VIA ZOOM

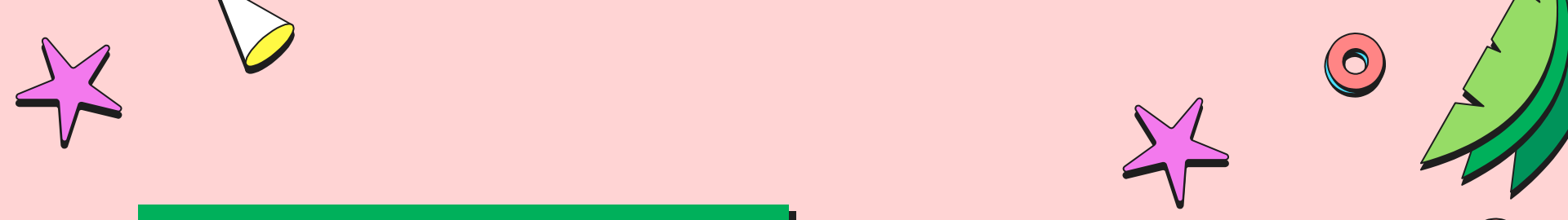


Kathryn Stephenson, M.D., M.P.H.
Speaker

(617) 947-4299
(e) pcs@bphc.org

April

HIV Treatment and Vaccine Development in Women



2024-2025 Recommendations



Consumer Committee





For the 2024-2025
Consumer Committee

Year End Recommendations

1. Trademark Someone You Know and Love
 2. Hear an update on the Integrated Plan in the fall (BPHC with Mass DPH).
 3. Have the consultants from HMA Community Strategies come back and give an update on findings from the BPHC needs assessment.
 4. Consider hosting an Anti-Stigma Campaign/ Someone You Know and Love Conference (could possibly involve MA DPH to help put this on).
 5. Involve local Consumer Advisory Boards (CABs) in hosting a listening session.
 6. Integrate the Anti-Stigma Campaign and PRIDE – contact leadership from Boston Pride for the People to see how Someone You Know and Love and Pride can work together.
 7. Continue partnership with Native American Life lines (tabling at National Native HIV/ AIDS Awareness Day Round Dance event, continue presentations, etc.)
 8. Integrate Someone You Know and Love with veterans' hospitals.
 9. Request education sessions/ presentations from The Period Project, and on various topics including Black Women and HIV, the Youth Risk Behavior Survey, and update on AI and HIV.
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For the 2024-2025
Planning Council


Year End Recommendations

1. Re-examine the time for Consumer Committee (select day and time that will help improve attendance).
2. Decide if Consumer Committee should be a mandatory committee to improve attendance and continuity at meetings.
3. Reach out to Massachusetts Commission for the Blind (MCB) to see if they could present to members at orientation.





2023-2024 CHAIR-ELECT ELECTIONS



Your 2024-2025 Chair Elect
Nominees are...

**DANIEL
AMATO**


**HENRY
CABRERA**

Any other nominees???





ANNOUNCEMENTS & ADJOURN

- 
- Nominations meeting on June 26th
 - Final Exec meeting on June 27th
 - End of the Year Party on July 14th
 - PLEASE complete the End of Year Survey if you have not yet!!



Congrats to our
new Chair-Elect!



Have a wonderful and
safe summer
everyone and we will
see you in September!



End of the year Party

SUNDAY, JULY 14TH

1:00pm - 4:00pm

Cassidy Playground

379 Chestnut Hill Ave, Chestnut Hill, MA 02467

Let's end the 2023 - 2024 Planning Council year under the sun! Come see everyone in person, eat some food, chat, show off your artistic skills, and have a good time in each other's company!

RSVP to the calendar invite, respond to this post, or email us to let us know you're coming!





Planning Council Meeting
Thursday, June 20th, 2024
Non-Profit Center and Zoom
4:00 PM - 6 PM

Summary of Attendance

Members Present

Daniel Amato
Stephen Batchelder
Henry Cabrera
Stephen Corbett
Regina Grier
Amanda Hart
Darian Hendricks
Gerald James
Liz Koelnich
Carlton Martin
Ericka Olivera
Luis Rosa
Darren Sack
Mairead Skehan Gillis
Michael Swaney
Kim Wilson
Damon Gaines
Shirley Royster
Catherine Weerts
Bryan Thomas
Romini Smith
Joey Carlesimo
Yvette Perron
Margaret Lombe
Robert Giannasca

Alison Kirchgasser
Serena Rajabiun
Justin Alves
Christopher McNally

Members Excused

Barry Callis
Nate Ross
Beth Gavin
Melissa Hector
Jordan Lefebvre

Members Absent

Larry Day
Shara Lowe
Manuel Pires
Mose Choi

Staff

Claudia Cavanaugh
Clare Killian
Vivian Dang
Melanie Lopez
Tzuria Falkenberg
Rebecca Ritterman

Topic A: Welcome and Introductions

The Chair of the Planning Council called the meeting to order and led a moment of silence and reminded members of the group agreements. The agenda is shared, and the Chair moves forward to go over June 13 minutes.

Topic B: Review 6.13.24 Meeting Minutes

Motion to Approve: Stephen Batchelder

Second: Bryan Thomas

Result: The 6.13.24 meeting minutes were approved with one abstention.

Topic C: Agency Updates

Mass. Dept. of Public Health, Barry Callis

- N/A

New Hampshire Dept. Of Health & Human Services, Yvette Perron

- Implemented new care cards, laminated and more professional looking.
- Received NOA from HRSA part B, funding went down slightly but will apply for carryover request.
- Attending Portsmouth Pride Wednesday.

MassHealth, Alison Kirchgasser

- No longer charge copays, that should save HDAP/Ryan White some money.
- No longer look at assets or resources when people apply for the Medicare savings program.

BPHC/RWSD, Melanie Lopez

- Welcome to Rebecca Ritterman, new PC III for RWSD.

City of Boston/Mayor's Office, Melissa Hector

- N/A

Topic D: AAM RWSD Response

Melanie Lopez, Interim Director of Client Services, provides the RWSD response to the AAM.

AAM Recommendation:

- Requesting BPHC to have mitigation strategy for when there are outliers in the data, specifically with contracting and invoicing, and if there is one, share with the Council more detailed information on how this mitigation plan is used and context for such varied data.
- This recommendation was made particularly because of the data and how there were various lengths of time for contracting and invoicing, varying from few days to very long durations.

Current Mitigation Plan

- Compliance Discussions and Letters
 - o As a general practice, RWSD has the SOP to have 3 discussions with an agency on undesirable practices. Each discussion includes the contract manager, and a representative from Program, Data, or Fiscal, depending on the concern. After repeated discussions on the delayed, inconsistent, or incorrect practices conducted by the agency with the RWSD, leadership within Fiscal/Data/Program will sign off on a Letter of Non-Compliance for the agency.
 - o This provides them instructions on how to remedy non-compliance with a timeline, and select which area of the program there is program issues.
- Internal Compliance Tracker
 - o While we are unable to provide specific agencies who are out of compliance, we are able to provide analyses on our trackers to the council throughout the year. Key details to include in the future: How many agencies have been issues a letter, response rate, and any improvements/barriers.
 - o The RWSD SPEC Liaison could provide these updates on a quarterly basis to SPEC.

- PCS states that they will incorporate these updates, alongside the SPEC liaison, into SPEC meetings next year.

Topic E: FY24 Ryan White Part A Award Information

Melanie Lopez, Interim Director of Client Services, presents the FY24 Ryan White Part A Award Information.

Actual Award Timeline:

- BPHC close out previous year
- HRSA distributes Partial Award to BPHC
- BPHC distributes Partial Award to Agencies
- Federal Budget Approved
- HRSA provides Full Award to BPHC
- BPHC distributes Full Award to Agencies

FY24 Award

- Jan 2023, partial award, \$6,506,109, period is 3/1/23 to 5/1/23
- May 2024, full award, \$15,056,179, 5/1/24 to 2/28/25
- What changed:
 - o No increase to the full award.
 - o All partials were executed within the proper timeframe and working on full awards now.

Topic F: FY25 Resource Allocation Vote

PCS presented the FY25 Resource Allocation Vote.

Reminders:

- If any member has a financial interest, either as an employee or as a fiduciary, in any matter(s), which comes before the Planning Council, they must disclose such financial interest in advance of any discussion on such matter(s).
- Members shall not vote on such matter(s) if the matter being voted on is specific to that interest (i.e., a vote only on a service category for which their employee's agency is funded) but may participate in the discussion(s).

Overview:

- Council members will vote on the following recommendations from NRAC:
 - o FY23 Actual Unexpended funds
 - o FY24 Estimated Unexpended funds
 - o FY25 Funding Scenarios (including MAI)
 - o Additional Guidance to BPHC

VOTE – RECOMMENDATION #1

FY23 Actual Unexpended Funds Recommendation

NRAC Recommendation:

- 30% to ADAP (10% Increase from FY22)
- 30% to Emergency Financial Assistance
- 20% to Food Bank/Home-Delivered Meals (10% Decrease from FY22)
- 20% to Medical Nutrition Therapy

Motion to Approve: Bryan Thomas

Second: Henry Cabrera

→ The motion was approved (20 approved, 1 opposed).

VOTE - RECOMMENDATION #2

FY24 Estimated Unexpended Funds Recommendation

NRAC Recommendation (will be the same as FY23):

- 30% to ADAP (10% Increase from FY22)
- 30% to Emergency Financial Assistance
- 20% to Food Bank/Home-Delivered Meals (10% Decrease from FY22)
- 20% to Medical Nutrition Therapy

Motion to Approve: Daniel Amato

Second: Kim Wilson

→ The motion was approved (20 approved).

VOTE - RECOMMENDATION #3

FY25 Funding Scenarios

- Level Funding Scenario
- \$500,000 decrease below level funding
- \$500,000 increase above level funding
- Minority AIDS Initiative (MAI) FY23 carry over and FY25 level

Recommendation: The Planning Council votes to adopt the package of FY25 funding scenarios and MAI recommendations as presented to the Council on June 13, 2024, and reviewed today.

Motion to Approve: Kim Wilson

Second: Bryan Thomas

→ The motion was approved (17 approved, 1 opposed).

VOTE - RECOMMENDATION #4

Additional Guidance to BPHC

Recommendation: "To allow BPHC the flexibility to adjust category funding allocations based on emerging needs and the changing environment by up to 25% above or below the levels for each service category, with the exception of categories funded at less than \$500,000 are given up to 50% leeway as established in the FY25 Funding Scenario recommendations."

Motion to Approve: Robert Giannasca

Second: Kim Wilson

→ The motion was approved (20 approved, 10 abstain)

Topic G: MNC Year End Report & Nominations Preview

Kim Wilson and Stephen Batchelder, MNC Chair and Vice Chair, as well as PCS, presented the MNC year end report and gave a preview of the upcoming nominations meeting.

Leadership Team:

- Kim Wilson, Chair
- Stephen Batchelder, Vice Chair

Committee Charge:

- The Membership and Nominations Committee (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 committee shall accomplish these goals by:
 - o Executing the open-nominations proceedings annually
 - o Participating in member recruitment efforts, including presence at community events where new members are likely to be recruited
 - o Collaborating with Consumer Committee in outreach and member recruitment efforts
 - o Collaborating with Consumer Committee in member orientation, training and development
 - o Overseeing all conflict-of-interest policies and managing grievance proceedings

Committee Members:

- Kim Wilson, Stephen Batchelder, Robert Giannasca, Melissa Hector, Margaret Lombe, Darren Sack, Michael Swaney, Bryan Thomas, Catherine Weerts.

MNC Activities:

- Member updates
 - o MNC reviewed member attendance during each meeting
 - o PCS and MNC had discussions about attendance with members who needed additional assistance with attending meetings
- Mentorship program
 - o MNC held a mentorship mixer for mentors and mentees at the beginning of the Council year
 - o MNC and PCS Chair reached out to mentors and mentees to keep a streamline communication between the pairings
- Mid-Year Survey
 - o MNC and PCS made edits to the mid-year survey based on feedback and distributed the surveys to Council.
 - o This was presented to Exec and Council for recommendations, and feedback was implemented to improve Planning Council meetings and presentations.
- Recruitment and Outreach
 - o Events
 - Bayard Rustin Community Breakfast
 - Wellness Clinic at Bruce C. Boiling Municipal Building
 - National HIV/AIDS Awareness Day Round Dance
 - Neighborhood Coffee Hours at various Boston neighborhoods
 - Provider Training
 - Boston Pride (hundreds of flyers and merch were passed around)
 - o Outreach
 - Part A Contacts, Part C Contacts, BPHC Contacts, Support Groups from AIDS Project Worcester, Community Orgs such as:
 - MA Trans Political Coalition
 - Boston Lesbigay Urban Foundation
 - Multicultural AIDS Coalition
 - Boston University School of Public Health
 - Suffolk University
 - Social media posts and more!

Nominations Update

- 10 New Member Applications
- 11 Completed Incumbent Applicants

- 2 term limited members eligible to return
- Waiting for a few more applications
- Nominations Meeting: June 26, 2:00pm – 5:00pm

Reflectiveness Update

- 40 total members, 17 total consumers, 13 are unaligned = 32.5%
- No vacant HRSA requirement membership categories.
- New member applicants are:
 - o 50% consumers, 30% unaligned consumers, 50% women, 50% men
 - o 50% Black or African American, 40% white and 10% Asian
 - o Represented by Suffolk, Norfolk, Worcester and Rockingham counties

Recommendations for the 2024-2025 MNC:

- MNC remains virtual
- Development of a clear progressive action/performance improvement plan to correct attendance issues with members.
- Keep outreach in the community making sure we have representation where it is lacking
- Start recruitment earlier and be in the neighborhood, better representation in places that we need.
- Have an operating or policy/procedure manual which would allow us to change without requiring a full Council input/vote
- Make a procedure/checklist for tabling events for recruitment
- Better system for feedback – a member asked if we could create a standing, anonymous feedback mechanism that lives on Basecamp
- Recruit new members to join MNC
- Start mentorship pairing and programming at Orientation

Recommendations for the 2024-2025 Planning Council

- Begin asking questions of the week
- Weekly updates
- Have weekly interactive activities
- Develop ways to increase socialization
- More networking opportunities
- Continue integrating equity vales we learn as a group and make them more concise for next year
- Continue Consumer Committee and their topic of interest presentations

Topic H: Consumer Committee Year End Report

Darian Hendricks and Regina Grier, Consumer Committee Chair and Vice Chair, as well as PCS, presented the Consumer Committee Year End Report.

Consumer Committee Leadership:

- Darian Hendricks, Chair
- Regina Grier, Vice Chair

Committee Members:

- Darian Hendricks, Regina Grier, Robert Giannasca, Mitchell Barys, Darren Sack, Carlton Martin, Barry Callis, Beth Gavin, Henry Cabrera, Michael Swaney, Amanda Hart, Yvette Perron, Kim Wilson, Catherine Weerts, Christopher McNally, Stephen Batchelder, Shirley Royster, Bryan Thomas

Committee Charge:

- The mission of the Consumer Committee is to ensure that people living with HIV are empowered, supported, and encouraged to work on the full range of activities that the Planning Council undertakes in the execution of its mandate. The Consumer Committee acts as a place for Planning Council members to receive more education on Planning Council topics and topics relevant to their experience as consumers. This committee also provides people living with HIV a place to share their personal and community experience by:
 - o Fostering and developing consumer leadership
 - o Ensuring that at least one Consumer Committee member is on each Planning Council committee, including the Executive Committee
 - o Collaborating with PCS staff to develop a work plan that may consist of educational presentations, the development of anti-stigma materials, and other activities that the committee see fit
 - o Ensuring that diverse consumer input and participation are included in all Planning Council and committee activities

Year in Review: Anti-Stigma Campaign

- Website and Social Media
 - o Transferred website from Wild Apple to Squarespace for a more user-friendly experience, enhanced the website so it could serve as a resource for PLWH and community members.
- Marketing and Merchandise
 - o Ordered pins and stickers to hand out at tabling and community outreach events.
- MBTA Advertisements
 - o Included live boards, subway posters, and geotag phone advertisements
- Outreach Events
 - o BU School of Dental Medicine
 - o Suffolk University
 - o Presentation at SPOKE Art World AIDS Day Event

Year in Review: Education Sessions

- October: SPOKE Art Workshop
- November: BPHC Needs Assessment Listening Session
- January: Native American Lifelines, “Good Medicine: Culturally Grounded HIV Prevention & Care in Urban American-Indian Communities.”
- February: Multicultural AIDS Coalition, “Quilting an understanding of the Black woman’s experience and the HIV epidemic.”
- March: AI & HIV, “Machine Learning to Improve PrEP Prescribing.”
- April: Women & HIV, “Women with HIV, Advances in HIV Treatment and Prevention and Future Directions in Vaccine Development.”

Recommendations for the 2024-2025 Consumer Committee

- Trademark Someone You Know and Love
- Hear an update on the Integrated Plan in the fall (BPHC with Mass DPH).
- Have the consultants from HMA Community Strategies come back and give an update on findings from the BPHC needs assessment.

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- Re-examine the time for Consumer Committee (select day and time that will help improve attendance).
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- Reach out to Massachusetts Commission for the Blind (MCB) to see if they could present to members at orientation.

Topic I: 2024-2025 Chair Elect Nominations

Darren Sack, Planning Council Chair, led the 2024-2025 Chair Elect Nominations. Candidates gave statements on why they wanted to be the next chair elect for the Planning Council. Members voted via Zoom poll and in-person ballots.

Nominees for 2024-2024 Chair Elect:

- Daniel Amato
- Henry Cabrera

Henry Cabrera is elected as the chair elect of the 2024-2025 Planning Council.

Topic J: Announcements, Evaluations and Adjourn

Darren Sack, PC Chair, thanked the entire Planning Council for their work and dedication throughout the year.

Announcements:

- Nominations meeting on June 26th
- Final Exec meeting on June 27th
- End of the Year Party on July 14th
- PLEASE complete the End of Year Survey if you have not yet!!
- Congratulations to our new Chair-Elect!

Motion to Adjourn: Bryan Thomas

Second: Kim Wilson

Planning Council Chair formally ended the meeting at 5:58pm.