



Planning Council Meeting
Thursday, June 26, 2025
Non-Profit Center, 89 South St.
4:00 PM – 6:00 PM

Highlighted in yellow = action items for PCS to follow up on

Summary of Attendance

Members Present

Margaret Lombe
Henry Cabrera
Justin Alves
Alison Kirchgasser
Alyssa Collaro
Amanda Hart
Barry Callis
Bryan Thomas
Daniel Amato
Darren Sack
Shambi Mwandembo
Zeke Russell
Gerry James
Joey Carlesimo
Kim Wilson
Liz Koelnich
Regina Grier
Rick Boyd
Serena Rajabiun
Yvette Perron
Stephen Batchelder

Members Excused

Members Absent

Catherine Weerts
Christopher McNally
Karen White
Luis Rosa
Romini Smith
Damon Gaines
Melissa Hector
Steven Spinale
Milaun Casimir

Curtis Santos

Staff

Clare Killian
Julia Kirsch
Rebecca Ritterman
Roxy Dai
Taylor Parent
Jacqueline Huynh
Mary Grace

Guests

James Suarez

Topic A: Welcome, Moment of Silence & Group Agreements

The Chair opens the meeting, calls the meeting to order, leads a moment of silence, and reminds members of the group agreements.

PCS takes attendance as reflected above and reviews the agenda and objectives for the meeting:

June 5th, 2025 Minutes Review & Vote Margaret Lombe, PC Chair	Review and vote on the minutes from June 5 th , 2025.
Agency Updates Agency Representatives	Hear any updates from our agency representatives.
Part A Distribution Updates & Response to AAM Melanie Lopez, Director of Client Services, RWS	Hear from BPHC about the progress of the FY25 Part A award and their response to the recommendation from SPEC from the AAM.
FY26 Resource Allocation Votes PCS & ARC	Vote on the FY26 Resource Allocation Funding Scenarios presented on June 5 th by ARC.
MNC Year End Report and Nominations Preview PCS & MNC	Hear from MNC about their accomplishments this year and get a preview of the new member applicants!
Vote on MNC Responsibilities Redistribution PCS & Exec	Vote on the discussion presented on June 5 th about removing MNC and redistributing the tasks to the Consumer and Executive Committees.
Consumer Committee Year End Report PCS & Consumer	Hear about the 2024-2025 Consumer Committee year and their recommendations for next term.
Planning Council Chair-Elect Election PCS & Henry Cabrera, Current Chair-Elect	Elect your 2025-2026 Chair-Elect!!!

Topic B: June 5th Meeting Minutes Review & Vote

The Chair makes a motion to approve the June 5th, 2025 minutes.

Motion to Approve: Gerry James

Second: Kim Wilson

Result: Minutes are approved. 1 abstention.

Topic C: Agency Updates

Alison Kirchgasser MassHealth	<ul style="list-style-type: none">• No Update
Barry Callis MDPH	Good News: <ul style="list-style-type: none">• Notice of grant award for activities starting June 1st has finally been received! We are only down by \$54,595.• Our award from the CDC is 9.231 million. The cut is far less than what we were expecting!
Yvette Perron NH DHHS	<ul style="list-style-type: none">• Yvette was promoted to interim infectious disease and prevention care services section chief.• NH received their HIV Notice of Award! There was a little bit of a cut but not as much as people expected.
Melissa Hector Mayoral Liaison	<ul style="list-style-type: none">• No Update – not present
Melanie Lopez BPHC RW Part A	<ul style="list-style-type: none">• No Update – not present

Topic D: Part A Distribution Updates & Response to AAM

Taylor presents the Ryan White Services response to the AAM. As a reminder, SPEC's recommendation was to have BPHC provide quarterly updates from the finance, legal, and procurement departments at BPHC on the following items:

- Contract executions
- Invoice payment
- Budget Revisions

RWS Response to improve fiscal transparency in FY26 has multiple parts. The fiscal team has been implementing changes over FY25 already, which has included:

- We have set up quarterly TA with subrecipients starting this fiscal year. We already had our 1st TA session, and it was well attended!

The new changes include:

- We will include fiscal staff will attend monthly monitoring calls as needed and we are encouraging fiscal subrecipient staff attend monthly monitoring calls as well so there is increased communication.
- Provide booster training to fiscal staff to notify contract managers to initiate a budget revision, based on invoice submission.
- Ongoing quality improvement with grants, including reducing invoicing time. E.G. invoices will only be submitted with a cover page for all reasonable, allocable, allowable expenses. Detailed backup/receipts are kept separately and reviewed during payment processing. This creates a parallel process instead of 2 consecutive processes.
- Re-instate quarterly updates from Director of Subrecipient Compliance. or representative thereof, during SPEC meetings regarding contracting, payments and spending

A member asks, "What is a booster training?"

- Answer: any additional trainings that can be provided to the subrecipients based on whether they requested them themselves or if fiscal has noticed trends throughout the EMA that need to be expanded on in technical assistance.

RWS also gives a quick update on our Part A award:

- We have received our second partial award and sub recipients were notified on June 3rd
- Authorized to spend no more than 42% of the project full award
- With additional partial, awards expected to cover through July 31
- Majority of contracts have gone out

Topic E: FY26 Resource Allocation Votes

FY24 MAI Carry-Over Recommendation

BPHC can request up to 5% of the Formula Part A and MAI awards as a carry-over award annually. Carry-over is money from either programmatic or administrative dollars not spent at the end of the fiscal year (so not spent by Feb. 28, 2025, which was the last day of FY24) and is eligible to be carried over into the next fiscal year. Any carry-over dollars awarded must be spent quickly.

The Council already approved a Part A FY24 carry-over scenario of 50% to ADAP, 20% to Food Bank/Home-Delivered Meals, and 30% to Emergency Financial Assistance. Allocation of Resources Committee (ARC) did not, however, recommend a carry-over scenario for *FY24 MAI dollars, because at the time we anticipated little to no money available for carry-over.*

We were instructed by BPHC leadership that we should return as little money as possible due to the political environment, so they have requested us to do this. The eligible carry-over for MAI is \$28,111. The money can be spent in one of four categories:

1. Non-Medical Case Management
2. Medical Case Management
3. Other Professional Services (Legal)
4. OR Psychosocial Support

Linguistics is no longer a funded service, as no agencies are providing this service, and Emergency Financial Assistance is now only funded under Part A. The same agency cannot receive both Part A and MAI funding, so those agencies previously funded for Emergency Financial Assistance are now under Part A and cannot receive the MAI carry-over.

Liz says that the recommendation from ARC, RWS, and Fiscal is to put this allocation into other professional services, since they can spend the money the fastest. Non-medical case management, medical case management, and psychosocial support all fund things like salaries and fringe benefits for staff members. Those are extremely important things to fund, but they are not fast, and we need this money to be spent by October.

Kim asks, how many agencies are funded under professional services?

- Only one

Kim asks, are they able to spend all of the carry-over funds?

- RWS would check in and make sure they would be able to spend it, but we need to make this decision today.

A couple of members ask, “could we opt to spend it on stipends for psychosocial support?”

- RWS says that this money can go towards refreshments for psychosocial support groups, but not towards food or stipends.

Another member asks if we can make recommendations on how the agency spends the money.

- Leadership responds no, but they will be aware of the time frame in which we need to spend it.

A couple of members express concern about spending money in psychosocial support because we’re not sure if it will be quickly spent.

- Another member says putting the money in psychosocial support for beverages is wasteful. He recommends we put money in case management for salary.
- ARC leadership restates that we cannot use carry-over money for salaries.

A member asks if legal services can be related to immigration services.

- ARC leadership says, yes, if it's related to their immigration case, being like a discriminated against HIV status.

A member asks if giving more money would change the scope of service for psychosocial support.

- ARC leadership says no, it wouldn’t increase the number of support groups, possibly just refreshments.
- Another member says that the money should go to gift cards to the individuals who run the groups.

Justin Alves motions to allocate the money to Psychosocial Support Services. The vote is described below.

Before the vote, there is some additional discussion on how we should allocate the carry-over funds. Some members disagree with the motion, some pitch dispersing the funds equally amongst all four categories. A member reminds us that we need to vote on the motion proposed.

- RWS clarifies that three agencies are supported under psychosocial support for MAI

The Chair emphasizes that we should pay attention to ARC’s recommendation to fund other professional services, since ARC has spent the most time with this information and data.

The Vice-Chair calls for us to vote on the issue and says that we can vote again if it doesn’t pass.

Vote – Recommendation #0 – FY24 MAI Carry Over Funds

Motion to approve the recommendation for the allocation of FY24 MAI Carry Over funds as discussed today, June 26, 2025

Motion: Justin Alves

Second: Damon Gaines

Result: 11 approvals, 8 opposes, 2 abstains

RWS says that we can spend the carry-over dollars in gift card stipends for the support group facilitators.

The FY26 Resource Allocation Scenarios were presented in the June 5th Planning Council meeting. The ARC Chair announces she will present three different votes for Planning Council to pass today.

- Justin asks if we are voting on all of the scenarios at once, or one at a time.
- PCS says that there are several motions, and there are three of them.

First, the ARC Chair reminds everyone that all Council members are subject to our Conflict of Interest Policy:

- *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.*
- ARC Chair adds that example of this is that if we are voting on funding for only Medical Case Management and you work at an agency funded for Medical Case Management, you must disclose and abstain. This is rare, but could happen so please keep this in mind.

Our next vote today will be for the potential FY25 carry over scenario. This year, ARC recommended that the allocations remain the same for FY25 potential carry over, knowing that this will be reviewed a year from now, and with the federal landscape are changing so rapidly.

Vote – Recommendation #1 – FY25 Potential Carry Over Funds

Allocation of Resources Committee recommends that the allocations remain the same for the FY25 Potential Carry Over Scenario:

- 50% to AIDS Drug Assistance Program
- 20% to Food Bank/Home-Delivered Meals
- 30% to Emergency Financial Assistance

Motion to adopt ARC's recommendation for FY25 Potential Carry Over: Bryan Thomas

Second: Stephen Batchelder

Result: 2 abstains, 13 approvals person + everyone online. The motion is passed

The next vote is to accept the package of FY26 Funding Scenarios developed and recommended by the Allocation of Resources Committee, with the understanding that ARC will review these scenarios against the changing federal landscape as needed throughout the 2025-2026 Council term. Any adjustments made to these recommendations will go to the Planning Council for a vote.

Part A Scenarios Summary

FY26 Rank	Service Category (Blue = Core Medical Service)	FY 2025 Base Funding	FY26 Level Funding Scenario	FY26 75/25 Funding Scenario	FY26 \$500,000 Decrease Scenario	FY26 \$1 Million Decrease Scenario	FY26 \$3M/25% Decrease Scenario	FY26 100% MAI Reduction Scenario
1	AIDS Drug Assistance Program	\$227,980	\$227,980	\$698,094	\$227,980	\$227,980	\$191,803	\$227,980
2	Housing Services	\$1,422,068	\$1,422,068	\$951,954	\$1,422,068	\$1,422,068	\$1,069,438	\$1,222,068
3	Medical Case Management	\$4,481,677	\$4,481,677	\$5,186,171	\$4,298,366	\$4,190,032	\$3,370,356	\$4,581,677
4	Emergency Financial Assistance	\$153,841	\$203,841	\$153,841	\$159,417	\$153,841	\$136,049	\$153,841
5	Food Bank/Home-Delivered Meals	\$1,028,400	\$1,028,400	\$558,286	\$986,336	\$942,944	\$773,388	\$1,028,400
6	Oral Health Care	\$1,427,799	\$1,427,799	\$1,897,913	\$1,369,399	\$1,309,154	\$1,073,748	\$1,227,799
7	Non-Medical Case Management	\$1,077,139	\$1,077,139	\$607,025	\$1,033,082	\$987,633	\$810,041	\$1,307,904
10	Medical Transportation	\$161,531	\$161,531	\$161,531	\$154,924	\$80,766	\$80,765	\$80,766
12	Psychosocial Support	\$1,086,110	\$1,036,110	\$615,996	\$1,036,110	\$995,858	\$816,788	\$1,236,110
13	Medical Nutrition Therapy	\$893,600	\$893,600	\$1,363,714	\$857,050	\$819,345	\$672,014	\$893,600
15	Health Education/Risk Reduction	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19	Other Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22	Linguistics	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	MCM/NMCM Training	\$234,380	\$234,380	*Included in MCM in this scenario	\$224,793	\$214,904	\$176,261	\$234,380
Direct Part A Service Total		\$12,194,525	\$12,194,525	\$12,194,525	\$11,769,525	\$11,344,525	\$9,170,651	\$12,194,525

PCS reads out the entire table, reiterating the titles for those who cannot see the slide.

A member asks a clarifying question about what the 100% MAI reduction scenario means.

- PCS answers that this scenario is if MAI gets completely cut. We would also readdress this scenario with RWS if this were to happen, but we would try to adjust our Part A funds to accommodate for the money lost in MAI.

A member asks, can we add a timeframe to the motion to reevaluate options? Should there be changes?

- PCS responds that ARC will reevaluate the scenarios nearly every month next year while we monitor the federal landscape. We can add this language to the motion.

MAI Level Funding Scenario Summary

FY26 Rank	Minority AIDS Initiative Service Category	FY25 MAI Base Funding	FY26 MAI Level Funding
1	Medical Case Management	\$199,174	\$199,174
2	Emergency Financial Assistance	\$0	\$0
3	Non-Medical Case Management	\$345,965	\$345,965
4	Psychosocial Support	\$186,769	\$186,769
5	Linguistics Services	\$0	\$0
6	Other Professional Services (Legal)	\$137,813	\$137,813
Direct MAI Service Total		\$869,721	\$869,721

MAI is a separate part of funding, awarded alongside Part A and intended to serve PLWH who are part of racial and ethnic minorities. The Planning Council prioritizes MAI separately (with the same list of allowable categories, just with the additional MAI label) and allocates to the categories. For the FY26 Level Funding Scenario, ARC decided to keep all services at FY25 base funding levels:

- Medical Case Management at \$199,174

- Non-Medical Case Management at \$345,965
- Psychosocial Support at \$186,769
- Other professional services at \$137,813

ARC Chair announces the following vote, and PCS distributes and collects the paper ballots for the vote.

Vote – Recommendation #2 FY26 Funding Scenarios

Motion to approve the package of FY26 Funding Scenarios developed and recommended by the Allocation of Resources Committee with the understanding that ARC will review these scenarios against the changing federal landscape monthly throughout the 2025-2026 Council term. Any adjustments made to these recommendations will go to the Planning Council for a vote.

- FY26 Level Funding
- FY26 75% Core/25% Support (No Waiver)
- FY26 \$500,000 Decrease
- FY26 \$1 Million Decrease
- FY26 25% Decrease
- FY26 MAI Level Funding
- FY26 100% MAI Cut

Motion: Darren Sack

Second: Joey Carlesimo

Result: 1 abstain, rest approve. The motion passes.

ARC Chair announces the following vote, and PCS distributes and collects the paper ballots for the vote.

- Darren asks if this recommendation is the same numbers as last year
 - ARC Chair confirms yes.

Vote – Recommendation #3 Additional Guidance to BPHC

ARC recommends that the Council allows BPHC the flexibility to adjust category funding allocations based on the emerging needs and the changing environment by up to 25% above or below the levels for each service category, except for categories funded as less than \$500,000 are given up to 50% leeway as established in the FY26 Funding Scenario recommendations.

If BPHC needs additional flexibility, they will notify the Executive Committee as soon as possible.

Motion to approve the ARC recommendation for additional guidance to BPHC: Henry Cabrera

Second: Kim Wilson

Result: 1 oppose, 19 approvals

PCS thanks ARC for their hard work this past year.

Topic F: MNC Year End Report and Nominations Preview

The MNC Chair, Kim, and Clare present progress from MNC's year. PCS appreciates the members for their hard work: Kim Wilson, Stephen Batchelder, Margaret Lombe, Darren Sack, Bryan Thomas, and Catherine Weerts.

The Chair reviews the Committee Charge:

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:

- 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

PCS Reviews MNC's Activities for the year:

Member Updates

- Reviewed member attendance each meeting
- Sent warning emails after 4 unexcused absences, warning letters after that (if needed), and removals or resignations were discussed as needed - 14 warning emails, 6 warning letters, 1 removal, facilitated 5 resignations
- Discussed attendance with members who needed additional assistance

Mentorship Program

- Mentorship pairing at Orientation
- Created suggested check-in questions for Mentors to ask Mentees and a checklist for Mentors
- Mentorship Mixer on October 23rd, 2024! – 10 attendees, Halloween themed!

Mid-Year Survey

- MNC reviewed the mid-year survey and made edits from January – February
- Questions added included asking about the new RWS CQM presentations, adjusting answer options, and asking if there is anything the respondent wished we asked about.
- Reviewed results in MNC and Exec, results available on Basecamp on March 12th – 24 responses

Reviewing Standard Operating Procedures

- Reviewed and finalized 7 standard operating procedures related to membership
- Created and will implement the new Nominations Committee process

MNC Chair reads out the different recruitment and outreach events we went to throughout the year:

- Bayard Rustin Community Breakfast
- Someone You Know & Love Gala
- National Native HIV/AIDS Awareness Day Round Dance
- Neighborhood Coffee Hours around Boston
- Part A Provider Training
- Tabling at Boston Living Center
- Boston Pride events – Mayor's Kick Off, Artsy Pride Pop-Up, Pride Parade
- Social Media
- Connections with past members
- Email campaigns to community partners, including Part A, C, and D contacts

PCS shares a nominations and recruitment update by the numbers. We have...

- 15 new member applications
- 26 Mid-term members staying on
- 4 incumbent applications
- And 4 members cycling off for term limits.

If all 15 new applicants are accepted, this means we will have..

- 40 total members, 20 total consumers, and 12 unaligned consumers
 - The 12 unaligned consumers only make up 30% of total members, which does not quite reach our HRSA mandate of 33%
- This means that we will have to reject some applicants if they are not consumers.
 - If we have 36 total members and 12 unaligned consumers, we will have 33% unaligned.

The MNC Chair continues by explaining how the Nominations meeting will be different this year.

- The Nominations Group will be chaired by Kim Wilson and made up of 7 mid-term members who are anonymously participating
 - Those who are eligible to join already know who they are and have committed to participating
- The meeting will be July 10th, from 2-5PM.
- All incumbent and new member applicants are reviewed and voted on.

Topic G: Vote on MNC Responsibilities Distribution

PCS introduces the idea to streamline MNC to distribute the tasks to Consumer and Executive Committee. These changes are reflected below:

Consumer Committee - In addition to their current charge:

- Develop ideas for mentorship program - changes, pairings, meetings, etc
- Plan an event for the mentorship mixer
- Advertise and attend recruitment events
- Generate ideas on how to recruit new members

Executive Committee - In addition to or enhancing their current charge:

- Announce member attendance at each meeting (already part of charge – per committee)
- Vote on removing members/vote on membership issues (already part of charge, secondary vote to MNC)
- Review and coordinate logistics in meetings about the nominations group
- Continue to review Standard Operating Procedures as they are developed and reviewed by applicable Committees

Nominations Group

- NOT a separate committee, the nominations group will include mid-term members who are eligible to conduct interviews and participate in the nominations meeting
- Eligibility will be announced in the March Planning Council meeting instead of the April meeting
- Responsibilities to include interviewing new member applicants
- Possibly meet halfway through the year to check-in
- Nominations meeting in July

This was proposed by PCS to Exec on 4/28, discussed in MNC on 5/5 and Consumer on 5/8, discussed and approved to move forward to the full Council in Exec on 5/22. The vote is now coming to Planning Council to get a final approval.

In addition to distributing these tasks, we would also introduce a new leadership position: the membership representative. The requirements for this position are as follows:

Required tasks:

- Attend Executive Meetings every month
- Announce updates regarding attendance, retention, votes, recruitment, nominations group, etc.
- Lead/Chair the Nominations Group meeting (at least 1 meeting, end of year to review applicants)
- Meet with the PCS membership liaison every month before Exec to discuss membership updates and issues to bring to Exec as needed
- Connect with and support members regularly
- Member (in partnership with PCS) must be aware of and in tune with membership of the Council during that term, including member satisfaction, needs, challenges, successes, etc.

Optional but encouraged tasks:

- Attend the Consumer Committee to be updated on events and priorities for recruitment
- Attend Orientation
- Attend and promote recruitment events
- Provide suggestions for finding opportunities for recruitment

After finishing the description for the proposal, PCS encourages those who have had the chance to ask questions in other meetings to step aside and let others ask questions during this meeting. PCS also encourages people to use their vote to express their opinion.

Vote on MNC Task Redistribution

Motion to approve the MNC task redistribution to Consumer and Executive (removing MNC as an official committee), the continuation of the Nominations Group, and the creation of the new leadership position: Membership Representative.

Motion: Darren

Second: Kim Wilson

Vote: 15 approvals, 4 oppose. The motion passes!

Topic H: Consumer Committee Year-End Report

The Consumer Chair and PCS Liaison introduce the Consumer Committee Year-End Report. They thank all of the people who attended Consumer Committee this year:

- Regina Grier
- Darren Sack
- Barry Callis
- Henry Cabrera
- Amanda Hart
- Yvette Perron
- Kim Wilson

- Catherine Weerts
- Stephen Batchelder
- Bryan Thomas
- Shambi Mwandembo
- Hemi Park
- Karen White
- Liz Koelnich
- Steven Spinale
- Milaun Casimir

The Consumer Chair reads out the committee's 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 experiences by:

- Fostering and developing consumer leadership
- Ensuring that at least one Consumer Committee member is on each Planning Council committee, including the Executive Committee
- 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 sees fit
- Ensuring that diverse consumer input and participation are included in all Planning Council and committee activities

PCS shares a high-level overview of the different EHE initiatives Consumer has done in the past year:

1. Marketing and Merchandise
2. Website and Social Media Updates
3. Someone You Know and Love Gala
4. Youth Outreach
5. Someone You Know and Love educational brochures

Consumer Chair shares a summary of the four educational sessions Consumer committee hosted:

1. The first one was with BPHC and MDPH to review some important needs assessment data and the HIV/AIDS prevention plan
2. The second one was with BAGLY and Seacoast Outright, where we talked about Youth in HIV
3. The third was with Adrianna Boulton from Fenway Health, and we talked about the intersection of race and healthcare
4. The last one (and best one!!) was with Nichol Brewer-Lowry from Native American Lifelines, and we discussed the intersection of Native Americans and HIV care.

The last part of the report is to give recommendations for next year's anti-stigma campaign, Consumer committee, and Planning Council.

Someone You Know and Love Campaign Recommendations:

- Increase followers on social media via new outreach strategies
- Look for opportunities to advertise the campaign, such as in POZ Magazine
- Use raffles/giveaways in outreach strategies to get more engagement
- Distribute the SYKL brochures
- Start a SYKL podcast
- Create more film/video content
- Continue doing outreach events

General Consumer Committee Recommendations:

- Move the time/date of Consumer so that Consumer and Planning Council are no longer back-to-back
- Create more opportunities to have Consumers speak in front of crowds
- Promote Educational Sessions to the general public
- Change meeting time to be 2 hours instead of 1.5 hours

Planning Council Recommendations:

- Create standard in-room visual aids for information related to different Planning Council activities
- Create a standardized guide on “how to present to Council” for guest presenters to teach them how to present information in an accessible way:
 - How to introduce themselves, including pronouns
 - Accessibility - descriptions, volume, accessible language, etcetera!
 - Baseline knowledge of the group

Topic I: Chair-Elect Elections

The current Chair-Elect, Henry Cabrera, introduces the election. There were three nominations for Chair-Elect, and two of those members accepted the nomination. Both candidates share a statement of interest with the Council, and then Cabrera calls for a vote.

There are a series of votes that end in ties. Members encourage those who have abstained to vote, but the vote remains even. Finally, the current Chair, Margaret Lombe, breaks the tie by casting her vote for Kim Wilson.

Vote for 2025-2026 Chair-Elect.

- Kim Wilson
- Daniel Amato

Motion: Darren Sack

Second: Bryan Thomas

Result: Kim Wilson will be the next Chair-Elect!

Topic I: End of Year Survey, Announcements, and Adjourn

PCS reminds all members that instead of an evaluation, there is an End of Year Survey due today, June 26th. There is a QR code up on the slide or an email will be sent out after the meeting with the link.

Planning Council Chair-Elect leads the announcements and adjourns the meeting, thanking everyone for attending.

Council Announcements:

- End of Year Party TONIGHT! Carpool, let PCS know if you need help, etc.
- Nominations Meeting – July 10, 2 – 5 PM, Zoom!
- Council Connection Calls – every other Tuesday (next one 7/8), 3 - 4 PM, Zoom!
- Congrats to our new Chair-Elect!!!
- PLEASE complete the End of Year Survey if you haven't yet!!!

Motion to Adjourn

Motion: Gerry James

Second: Bryan Thomas

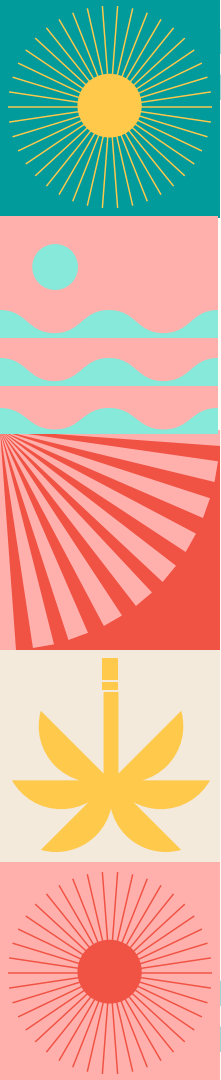
The meeting was adjourned at 6:09 pm.

Boston EMA Ryan White Planning Council

June 26, 2025

Margaret Lombe, Chair | Henry Cabrera, Chair-Elect






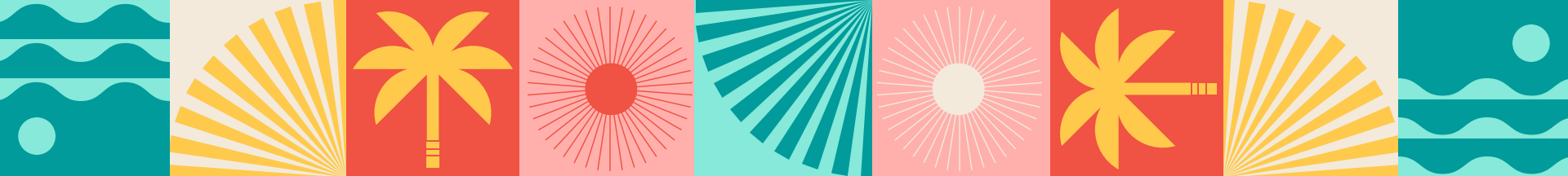
MOMENT OF SILENCE

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

Boston EMA Ryan White Planning Council Group Agreements

Respect the mission, Respect the space, Respect each other and Respect people living with HIV

- 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. As Council members sharing a common goal, we will assume good intentions of each other.
 - 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, say the facilitator’s name out loud, or put my thoughts in the chat (if on Zoom). 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, physical or mental abilities.
 - If I am called in on unintentional harmful comments/behavior, I will listen and learn from the experience.
- 



ATTENDANCE

Please state here or present when your name is called!



Today's Agenda & Objectives

June 5th, 2025 Minutes Review & Vote Margaret Lombe, PC Chair	Review and vote on the minutes from June 5 th , 2025.
Agency Updates Agency Representatives	Hear any updates from our agency representatives.
Part A Distribution Updates & Response to AAM Melanie Lopez, Director of Client Services, RWS	Hear from BPHC about the progress of the FY25 Part A award and their response to the recommendation from SPEC from the AAM.
FY26 Resource Allocation Votes PCS & ARC	Vote on the FY26 Resource Allocation Funding Scenarios presented on June 5 th by ARC.
MNC Year End Report and Nominations Preview PCS & MNC	Hear from MNC about their accomplishments this year and get a preview of the new member applicants!
Vote on MNC Responsibilities Redistribution PCS & Exec	Vote on the discussion presented on June 5 th about removing MNC and redistributing the tasks to the Consumer and Executive Committees.
Consumer Committee Year End Report PCS & Consumer	Hear about the 2024-2025 Consumer Committee year and their recommendations for next term.
Planning Council Chair-Elect Election PCS & Henry Cabrera, Current Chair-Elect	Elect your 2025-2026 Chair-Elect!!!
Announcements, Evaluation & Adjourn PCS & Margaret Lombe, Chair	Hear about any announcements and adjourn the final meeting for the 2024-2025 Council term!

June 5th Minutes Review & Vote

01.

Are there
any edits?

02.

First & Second
Motion to
Approve

03.

Vote on June
5th Minutes



AGENCY UPDATES

Barry Callis, MDPH

Yvette Perron, NH DHHS

Alison Kirchgasser, MassHealth

Melissa Hector, Mayor's Office

Melanie Lopez, BPHC





AAM RWS RESPONSE

Taylor Parent, Senior Program Manager
Ryan White Client Services Team

SPEC's AAM RECOMENDATION

- SPEC developed a recommendation for the upcoming Planning Council year to understand and improve invoice processing time.
- Requesting BPHC to provide quarterly updates from the finance, legal, and procurement departments at BPHC on the following items:
 - Contract executions
 - Invoice payment
 - Budget revisions

Recommendations to Improve Fiscal Transparency in FY26

- Implementations made during FY 25
 - Set up quarterly TA sessions with subrecipients
 - Fiscal staff have been invited to monthly monitoring calls, as needed
 - Providing booster trainings to fiscal staff
 - Ongoing quality improvement with grants, including reducing invoicing time
- Re-instate quarterly updates from Director of Subrecipient Compliance. or representative thereof, during SPEC meetings regarding contracting, payments and spending



Thank you!

Part A Award Update

- We received second partial award
- Sub-recipients were notified on 6/3/25
 - Authorized to spend no more than 42% of the project full award
 - With additional partial, awards expected to cover through July 31
- Majority contracts have gone out

FY24 MAI Carry Over Recommendation

Money not spent at the end of the last fiscal year which are eligible to be **carried over** into this fiscal year:

- Only up to 5% of formula awards
- Less flexibility to reallocate dollars
- Requires a request to HRSA to get the money back
- Money must be spent quickly

This year, there are **\$28,111** eligible dollars to request for MAI carry-over.

It cannot be spent in EFA or Linguistics – neither receive MAI funding as of FY25 (EFA is Part A only now, Linguistics no longer has agencies).

**Non-Medical Case
Management**

Medical Case Management

**Other Professional Services
(Legal)**

Psychosocial Support

Vote – Recommendation #0.5


FY24 MAI Carry Over Funds

Motion to approve the recommendation for the allocation of FY24 MAI Carry Over funds as discussed today, June 26, 2025.

Approved: You support the recommendation

Opposed: You are against the recommendation

Abstention: You decline to vote



FY26 Resource Allocation Votes

Motion to approve the FY25 Potential Carry Over Scenario developed and recommended by the Allocation of Resources Committee.

Motion to approve the package of FY26 Funding Scenarios developed and recommended by the Allocation of Resources Committee:

1. FY26 Level Funding
2. FY26 75% Core/25% Support (No Waiver)
3. FY26 \$500,000 Decrease
4. FY26 \$1 Million Decrease
5. FY26 25% Decrease
6. FY26 MAI Level Funding
7. FY26 100% MAI Cut

Motion to approve the additional guidance to BPHC as recommended by the Allocation of Resources Committee.

REMINDER: Conflict of Interest

- 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.



Vote – Recommendation #1

FY25 Potential Carry Over Funds

Allocation of Resources Committee recommends that the allocations **remain the same** for the FY25 Potential Carry Over Scenario:

- 50% to AIDS Drug Assistance Program
- 20% to Food Bank/Home-Delivered Meals
- 30% to Emergency Financial Assistance

Motion to adopt ARC's recommendation for FY25 Potential Carry Over.

Approved: You support the recommendation

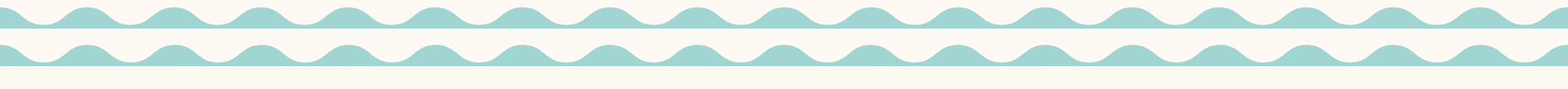
Opposed: You are against the recommendation

Abstention: You decline to vote

Vote – Recommendation #2

FY26 Funding Scenarios

Motion to approve the package of FY26 Funding Scenarios developed and recommended by the Allocation of Resources Committee with the understanding that ARC will review these scenarios against the changing federal landscape monthly throughout the 2025-2026 Council term. Any adjustments made to these recommendations will go to the Planning Council for a vote.

1. FY26 Level Funding
 2. FY26 75% Core/25% Support (No Waiver)
 3. FY26 \$500,000 Decrease
 4. FY26 \$1 Million Decrease
 5. FY26 25% Decrease
 6. FY26 MAI Level Funding
 7. FY26 100% MAI Cut
- 

Part A Scenarios Summary

FY26 Rank	Service Category (Blue = Core Medical Service)	FY 2025 Base Funding	FY26 Level Funding Scenario	FY26 75/25 Funding Scenario	FY26 \$500,000 Decrease Scenario	FY26 \$1 Million Decrease Scenario	FY26 \$3M/25% Decrease Scenario	FY26 100% MAI Reduction Scenario
1	AIDS Drug Assistance Program	\$227,980	\$227,980	\$698,094	\$227,980	\$227,980	\$191,803	\$227,980
2	Housing Services	\$1,422,068	\$1,422,068	\$951,954	\$1,422,068	\$1,422,068	\$1,069,438	\$1,222,068
3	Medical Case Management	\$4,481,677	\$4,481,677	\$5,186,171	\$4,298,366	\$4,190,032	\$3,370,356	\$4,581,677
4	Emergency Financial Assistance	\$153,841	\$203,841	\$153,841	\$159,417	\$153,841	\$136,049	\$153,841
5	Food Bank/Home-Delivered Meals	\$1,028,400	\$1,028,400	\$558,286	\$986,336	\$942,944	\$773,388	\$1,028,400
6	Oral Health Care	\$1,427,799	\$1,427,799	\$1,897,913	\$1,369,399	\$1,309,154	\$1,073,748	\$1,227,799
7	Non-Medical Case Management	\$1,077,139	\$1,077,139	\$607,025	\$1,033,082	\$987,633	\$810,041	\$1,307,904
10	Medical Transportation	\$161,531	\$161,531	\$161,531	\$154,924	\$80,766	\$80,765	\$80,766
12	Psychosocial Support	\$1,086,110	\$1,036,110	\$615,996	\$1,036,110	\$995,858	\$816,788	\$1,236,110
13	Medical Nutrition Therapy	\$893,600	\$893,600	\$1,363,714	\$857,050	\$819,345	\$672,014	\$893,600
15	Health Education/Risk Reduction	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19	Other Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22	Linguistics	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	MCM/NMCM Training	\$234,380	\$234,380	*Included in MCM in this scenario	\$224,793	\$214,904	\$176,261	\$234,380
Direct Part A Service Total		\$12,194,525	\$12,194,525	\$12,194,525	\$11,769,525	\$11,344,525	\$9,170,651	\$12,194,525

MAI Level Funding Scenario Summary

FY26 Rank	Minority AIDS Initiative Service Category	FY25 MAI Base Funding	FY26 MAI Level Funding
1	Medical Case Management	\$199,174	\$199,174
2	Emergency Financial Assistance	\$0	\$0
3	Non-Medical Case Management	\$345,965	\$345,965
4	Psychosocial Support	\$186,769	\$186,769
5	Linguistics Services	\$0	\$0
6	Other Professional Services (Legal)	\$137,813	\$137,813
Direct MAI Service Total		\$869,721	\$869,721

1. MAI is a separate part of funding, awarded alongside Part A and intended to serve PLWH who are part of racial and ethnic minorities. The Planning Council prioritizes MAI separately (with the same list of allowable categories, just with the additional MAI label) and allocates to the categories. For the FY26 Level Funding Scenario, ARC decided to keep all services at FY25 base funding levels:
 - a. Medical Case Management at \$199,174
 - b. Non-Medical Case Management at \$345,965
 - c. Psychosocial Support at \$186,769
 - d. Other professional services at \$137,813

Vote – Recommendation #2

FY26 Funding Scenarios

Motion to approve the package of FY26 Funding Scenarios developed and recommended by the Allocation of Resources Committee with the understanding that ARC will review these scenarios against the changing federal landscape monthly throughout the 2025-2026 Council term. Any adjustments made to these recommendations will go to the Planning Council for a vote.

Approved: You support the recommendation

Opposed: You are against the recommendation

Abstention: You decline to vote

Vote – Recommendation #3

Additional Guidance to BPHC

ARC recommends that the Council allows BPHC the flexibility to adjust category funding allocations based on the emerging needs and the changing environment by up to **25% above or below** the levels for each service category, except for categories funded as less than \$500,000 are given up to **50% leeway** as established in the FY26 Funding Scenario recommendations.

If BPHC needs additional flexibility, they will notify the Executive Committee as soon as possible.

Motion to approve the ARC recommendation for additional guidance to BPHC.

Approved: You support the recommendation

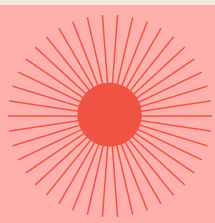
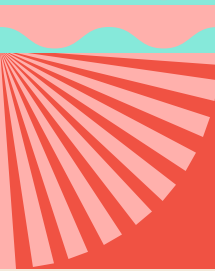
Opposed: You are against the recommendation

Abstention: You decline to vote



Thank you, ARC!!!





MNC YEAR END REPORT & NOMINATIONS PREVIEW

MNC Committee Members

Chair

Kim Wilson

Vice-Chair

Stephen
Batchelder

Margaret
Lombe

Darren
Sack

Bryan
Thomas

Catherine
Weerts

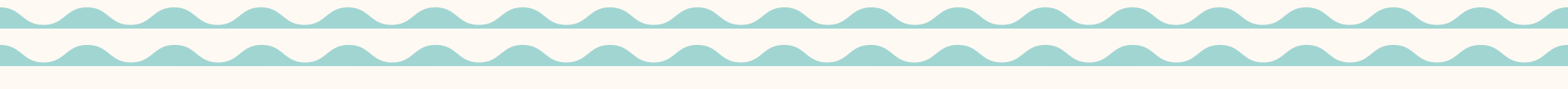


Committee Charge

Bylaws, Article 7, Section 1

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:

- 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
- 

MNC Activities



Member Updates

- Reviewed member attendance each meeting
- Sent warning emails after 4 unexcused absences, warning letters after that (if needed), and removals or resignations were discussed as needed - *14 warning emails, 6 warning letters, 1 removal, facilitated 5 resignations*
- Discussed attendance with members who needed additional assistance

Mentorship Program

- Mentorship pairing at Orientation
- Created suggested check-in questions for Mentors to ask Mentees and a checklist for Mentors
- Mentorship Mixer on October 23rd, 2024! – *10 attendees*, Halloween themed!

Mid-Year Survey

- MNC reviewed the mid-year survey and made edits from January – February
- Questions added included asking about the new RWS CQM presentations, adjusting answer options, and asking if there is anything the respondent wished we asked about.
- Reviewed results in MNC and Exec, results available on Basecamp on March 12th – *24 responses*

Reviewing Standard Operating Procedures

- Reviewed and finalized *7 standard operating procedures* related to membership
- Created and will implement the new Nominations Committee process

Recruitment & Outreach!

- Bayard Rustin Community Breakfast
- Someone You Know & Love Gala
- National Native HIV/AIDS Awareness Day Round Dance
- Neighborhood Coffee Hours around Boston
- Part A Provider Training
- Tabling at Boston Living Center
- Boston Pride events – Mayor's Kick Off, Artsy Pride Pop-Up, Pride Parade
- Social Media
- Connections with past members
- Email campaigns to community partners, including Part A, C, and D contacts



Nominations Update

15

New Member
Applications

4

Incumbent
Applications
(+1 missing)

26

Mid-Term Members
Staying On
(+1 unresponsive)

4

Members Cycling
Off for Term Limits

If all 15 new member applicants are accepted...

40 Total Members
20 total consumers
12 unaligned consumers (30% - almost there!)

We will have to NOT accept some applicants
if they are not consumers

*12 unaligned consumers & 36 total members
= 33% unaligned*

Nominations Meeting

New this year: Nominations Group will be chaired by Kim Wilson and made up of 7 mid-term members who are anonymously participating

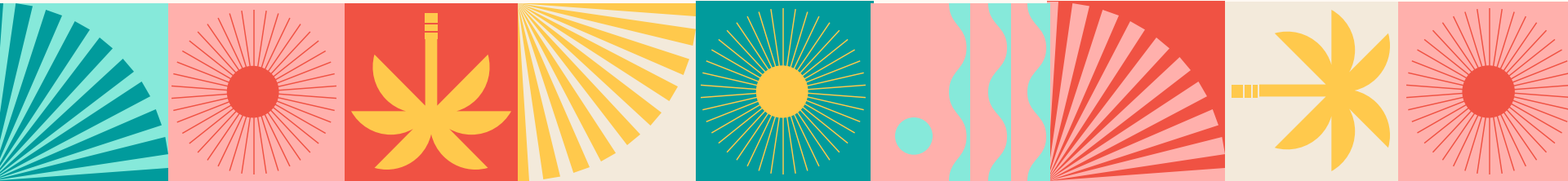
July 10th from 2 – 5 PM

ALL incumbent and new member applicants are reviewed and voted on!



MNC Recommendations

- Continue with the Nominations Committee Process, adjusting depending on effectiveness/outcomes this year; potentially discuss having 1 extra Nominations Committee meeting towards the middle of the year
- For New Member Interviews – interview for 45-50 minutes and use the remaining time to debrief
- Continue to write, review, and approve Standard Operating Procedures
- Continue to improve member attendance at outreach events
- Have PCS do a formal evaluation of how the Council is doing and collaborating with them, deliver the feedback during the Executive Committee at the end of the year, with the members' Year End Survey



Vote on MNC Task Redistribution

Motion to approve the MNC task redistribution to Consumer and Executive (removing MNC as an official committee), the continuation of the Nominations Group, and the creation of the new leadership position: Membership Representative.





CONSUMER COMMITTEE YEAR END REPORT



You already
know and
love someone
living with HIV



Consumer Committee Attendees

These members have attended at least one Consumer Committee meeting this year!

Chair

Rick Boyd

Vice-Chair

Christopher
McNally

Regina
Grier

Darren Sack

Barry Callis

Henry
Cabrera

Amanda
Hart

Yvette
Perron

Kim Wilson

Catherine
Weerts

Stephen
Batchelder

Bryan
Thomas

Shambi
Mwandembo

Hemi Park

Karen
White

Liz
Koelnich

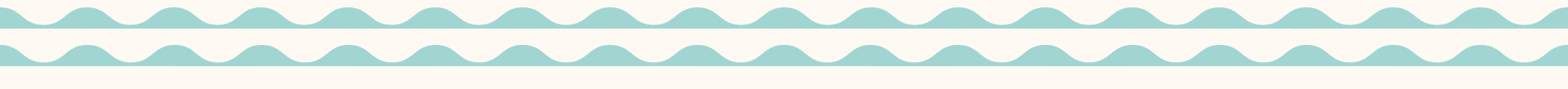
Steven
Spinale

Milaun
Casimir

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 experiences by:

- Fostering and developing consumer leadership
 - Ensuring that at least one Consumer Committee member is on each Planning Council committee, including the Executive Committee
 - 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 sees fit
 - Ensuring that diverse consumer input and participation are included in all Planning Council and committee activities
- 

EHE Initiatives

Initiative #1

- Marketing & merchandise

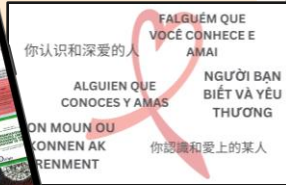
**Fight Stigma.
Find Community.
Make Change.**

www.someoneyouknowandlove.com



Initiative #2

- Website & Social Media Updates
- Translation of SYKL Film subtitles



Initiative #3

- Someone You Know & Love Gala



Initiative #4

- Youth Outreach



Initiative #5

- Someone You Know & Love Brochures



Education Sessions

You already know and love someone living with HIV

EDUCATION SESSION WITH CONSUMER COMMITTEE!

Join us for presentations on the Integrated HIV/AIDS Prevention Plan update by Massachusetts Department of Public Health and Boston Public Health's Needs Assessment results!

BOSTON PUBLIC HEALTH

Thursday, October 10
2:00pm - 3:30pm
Non-Profit Center

2:00 - 3:30pm

[Zoom link to the meeting](#)

Non-Profit Center
89 South Street, Boston, MA 02111

PANEL Q&A
THURSDAY!
DEC. 12

EDUCATION SESSION

TOPIC: YOUTH IN HIV

You already know and love someone living with HIV

Come to our next Consumer Committee meeting to learn more about what other youth organizations in the community are doing within the scope of HIV care!

Outright **BAGLY**

PRES. #1

BAGLY
Youth-led and adult-supported organization that supports queer and trans youth- offering innovative programs and opportunities, barrier-free services, life skills workshops, building leadership skills, and more!

SEACOAST OUTRIGHT
A community organization in New Hampshire that provides resources to the LGBTQ+ youth in the Seacoast area. Seacoast Outright has education programs, youth and parent support groups, and creates a safe space for youth to explore the topics of gender and sexuality.

PRES. #2

QUESTIONS: EMAIL PCS@BPHC.ORG

Education Session!

MARCH 13 **2PM**

WHO IS OUR GUEST SPEAKER?

ADRIANNA BOULIN
Director of Racial Equity, Social Justice, and Community Management at Fenway Health

WHAT WILL WE LEARN ABOUT?

Come to our next Consumer Committee meeting to learn more about what Arianna is doing at Fenway Health in the scope of HIV Care!

Questions? email pcs@bphc.org

Next Month: Education Session with Native American Lifelines!

education session

Consumer Committee Presents:

a conversation with

NICHOL BREWER-LOWRY, MSC
SITE DIRECTOR OF NATIVE AMERICAN LIFELINES OF BOSTON

APRIL 10 2025 **2-3:30PM**

THURSDAY

NonProfit Center, 89 South Street, Boston, MA 02111

[Zoom Link](#)



Recommendations for next year's Consumer Committee

General Consumer Committee Recommendations:

- Move the time/date of Consumer so that Consumer and Planning Council are no longer back-to-back
- Create more opportunities to have Consumers speak in front of crowds
- Promote Educational Sessions to the general public
- Change meeting time to be 2 hours instead of 1.5 hours

Someone You Know and Love Campaign Recommendations:

- Increase followers on social media via new outreach strategies
- Look for opportunities to advertise the campaign, such as in POZ Magazine
- Use raffles/giveaways in outreach strategies to get more engagement
- Distribute the SYKL brochures
- Create more social media/film/video content
- Continue doing outreach events

Recommendations for next year's Planning Council

- Create standard in-room visual aids for information related to different Planning Council activities
- Create a standardized guide on “how to present to Council” for guest presenters to teach them how to present information in an accessible way:
 - How to introduce themselves, including pronouns
 - Accessibility - descriptions, volume, accessible language, etcetera!
 - Baseline knowledge of the group



2025-2026 Chair-Elect Elections!

Your nominees are:

Kim Wilson

Daniel Amato

Motion to vote on
the 2025-2026
Chair-Elect



Second



Vote!
Zoom poll or
paper ballots



Announcements & Adjourn

- End of Year Party TONIGHT! Carpool, let PCS know if you need help, etc.
- Nominations Meeting – July 10, 2 – 5 PM, Zoom!
- **PLEASE complete the End of Year Survey if you haven't yet!!!**
- Council Connection Calls – every other Tuesday (next one 7/8), 3 - 4 PM, Zoom!
- Congrats to our new Chair-Elect!!!

