

2022 - 2023



Planning Council Meeting

Thursday, June 8th, 2023
4:00 pm - 6:00 pm

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



Welcome, Introductions and Moment of Silence 4:00 pm

Patrick Baum, PC Chair

Review and Approve May 11th Minutes 4:05 pm

Patrick Baum, PC Chair

Committee Reports and Agency Updates 4:10 pm

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

NRAC FY24 Scenarios and Year End Report 4:20 pm

NRAC

SPEC Year End Report 4:50 pm

SPEC

MNC Recruitment Updates 5:10 pm

MNC

PC Officers Nomination 5:20 pm

PCS

End of Year Survey and Announcements 5:50 pm

Patrick Baum, PC Chair and PCS



Planning Council Meeting
Thursday, June 8, 2023
Zoom
4-6 PM

Summary of Attendance

Members Present

Justin Alves
Daniel Amato
Stephen Batchelder
Patrick Baum
Yvette Perron
Lamar Brown-Noguera
Henry Cabrera
Barry Callis
Joey Carlesimo
Stephen Corbett
Damon Gaines
Beth Gavin
Robert Giannasca
Amanda Hart
Jerome Hazen
Darian Hendricks
Brian Holliday
Wendy LeBlanc
Jordan Lefebvre
Kathy Lituri
Ericka Olivera
Ethan Ouimet
Mahara Pinheiro
Luis Rosa
Nate Ross
Darren Sack
Mairead Skehan Gillis
Michael Swaney
Catherine Weerts

Tim Young

Members Excused

Larry Day
Serena Rajabiun
Margaret Lombe
Allison Kirchgasser

Members Absent

Adam Barrett
Sandra Custodio
Melissa Hector
Lorraine Jones
Allan McClendon
Keith Nolen
Manuel Pires
Bryan Thomas
Karen White
Kim Wilson

Staff

Sarah Kuruvilla
Roxy Dai
Melanie Lopez
Tegan Evans
Claudia Cavanaugh
Clare Killian
Vivian Dang

Guests

Topic A: Welcome and Introductions

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

Topic B: Review Meeting Minutes

Motion to Approve: Catherine Weerts

Second: Darren Sack

Result: The 5.11.23 meeting minutes were approved by 81%,

Topic C: Agency Updates

Each agency representative goes over recent or ongoing updates.

Massachusetts Department of Public Health

- MA DPH is interested in making monkeypox vaccines available at events that are happening in the summer into the fall- not particularly large scale events, but wants to make sure that there is access to the monkey pox vaccines.
- Wants to make monkeypox vaccines accessible for Black and Latinx communities for all sorts of events, as well as PLWH.
- Interested in hosting clinics in all sorts of spaces and all types of events. MA DPH has mobile vaccine providers that can be paired up with during these events.
- If anyone has any events that would want these monkeypox vaccines available, to please let them know so the MA DPH can provide the vaccines.
- MA DPH are in the process of finalizing the updates to their sexual health and promotion campaign, will pass along info to PCS once there is more information.

New Hampshire Department of Health and Human Services

- Distributing business cards that have QR codes that helps people find vaccine clinics throughout New Hampshire.
- Also distributing Ryan White info at pride events.
- All of their clients have a CARE card which help cover medications, similar to health insurance cards, working on making it more professional and laminated.
- Doing outreach to providers for education on breastfeeding and HIV, heard there has been stigma around that, so they want to work on providing more information and education on that,

MA Office of Medicaid

- n/a

Boston Public Health Commission

- Want to highlight partnership with Pride for the people.
- Will march on Saturday during Boston Pride Event, there will be multiple tabling opportunities.
- Distributing sex positive goodies and plenty of items for the parade to pass out.

Mayor's Office

- n/a

Topic D: NRAC FY24 Scenarios and Year End Report

Needs, Resources, and Allocations Committee Chairs and a council member volunteer goes over the NRAC FY24 funding scenarios and year end report for the 2022-2023 council year, following these topics:

- Committee Members and Charge
- Criteria for Developing Funding Decisions
- FY22 Actual Unexpended Funds
- FY23 Estimated Unexpended Funds
- FY24 Funding Scenarios
- Minority AIDS Initiative
- Additional Guidance to BPHC
- Committee Year-End Recommendations to NRAC and Council

Committee Charge

- Execute the development and implementation of a process to identify needs of individuals with HIV/AIDS and their caregivers and assess the impact of Part A funding and programs within the EMA
- Make recommendations to the Planning Council regarding the distribution of funds in consideration of:
 - Community service needs as identified in the needs assessment
 - Current funding streams for HIV/AIDS services from all identifiable sources
 - Spending & utilization trend data

Planning Council member goes over types of allocation scenarios that were unexpended, under-expended, and funding scenarios, and goes over the criteria for developing funding decisions which are as follows:

- Federal and state budgets
- Transition away from pandemic emergency funding
- Funding streams data
- Spending & Utilization data from RWSD
- Needs Assessment data
- Priority setting
- Funding principles
- Input from Council discussions throughout the year

FY22 Actual Unexpended Funds Recommendation

On June 9, 2022, NRAC recommended that the Council direct BPHC to allocate:

20% to ADAP

20% to Medical Nutrition Therapy

30% to Food Bank/Home Delivered Meals

30% to Emergency Financial Assistance

FY22 Actual Unexpended Funds: \$479,019.60

On May 18, 2023, NRAC recommended that we keep proportions the same for the FY22 Actual Unexpended (Carry Over) Funds.

FY23 Estimated Unexpended (Carry Over) Funds

On June 9, 2022, NRAC recommended that the Council direct BPHC to allocate:

20% to ADAP

20% to Medical Nutrition Therapy

30% to Food Bank/Home Delivered Meals

30% to Emergency Financial Assistance

On May 18, 2023, NRAC recommended that we keep proportions and service categories the same for the FY23 Estimated.

Recommendations for Funding Scenarios for FY24

On May 18, 2023, NRAC recommended that we keep proportions the same for the FY24 Level Funding based on FY23 Base funding.

On May 18, 2023, NRAC recommended that we proportionally decrease the funding from each service category.

- As a reminder, this is a \$425,000 decrease to direct service categories because \$25,000 must be reduced from quality management and \$50,000 must be reduced from administration/planning council support.

NRAC decided to select increases for just 6 service categories: ADAP, Housing, Food Bank/Home delivered meals, Oral health, medical transportation therapy, and medical nutrition therapy.

- The \$116,926 was then taken back out of Housing and split evenly between ADAP and Oral Health
- The proportional dollar amount from Health Education/Risk Reduction (\$12,011) and Other Professional Services (\$1801) were taken from those categories then distributed evenly between ADAP and Oral Health as well (\$6906 each, or \$13,812 total)
 - o On May 18, 2023, NRAC recommended that we increase ADAP by \$78,587, Food Bank/Home Delivered Meals by \$65,072, Oral Health by \$183,312, Medical Transportation by \$17,285 and Medical Nutrition Therapy by \$94,557. Health Ed/Risk Reduction would be reduced by \$12,011 and Other Professional Services would be reduced by \$1801.

Final rankings for MIA:

1. Medical case management
2. Non-medical case management
3. Emergency financial assistance
4. Psychosocial support
5. Linguistic services
6. Other professional services (legal)

Keep most of it within Emergency Financial Assistance as they can spend and have historically spent funds quickly. The remaining proportion, we split between Linguistics and Other Professional Services.

It was recommend during the May 18,2023 meeting to keep these the same funding from FY23 base level funding for FY24 funding.

NRAC Year End Recommendations

NRAC Chair goes over the recommendations from NRAC Year End Recommendations. These recommendations related to meeting and resources, related to All Day Allocations meeting, and general and meeting recommendations for Planning Council 2023-2024.

Topic E: SPEC Year End Report

Planning Council members goes over the Services, Priorities, and Evaluations Committee Year End Report.

Committee Charge

- Main responsibilities were to:
 - o Summarize and make recommendations to the Planning Council on service categories.
 - o Provide guidance on prioritizing Part A service categories.
 - o And assess the efficiency of the administrative mechanism in rapidly allocating funds within the EMA

2022-2023 SPEC Committee Projects

Service Standards Edits:

The FY23 Service Standards were modified by SPEC via an ad hoc group. SPEC voted to approve the recommendations, which were then parlayed to the RWSD for implementation.

2023 AAM:

SPEC members worked to edit and improve upon the Provider Survey. Once responses were received, SPEC members analyzed the BPHC questionnaire, finalized recommendations, and chose presenters. A motion was passed to approve the FY23 AAM Recommendations.

Service Category Recommendations:

SPEC members reviewed all funded and not funded Service Categories. Members looked at the service category definition, historical priority setting ranking, clients served, and funding streams. SPEC was responsible for deciding the process for carrying out the priority setting exercise. The committee decided to conduct the ranking exercise via Survey Monkey – service categories were ranked by order of importance.

Planning Council Presentations from 2022-2023

Priority Setting Video: Keith Nolen & Adam Barrett

Priority Setting Ground Rules Presentation: Kathy Lituri and Stephen Batchelder

Service Standards Revisions and Vote: Beth Gavin & Kim Wilson

FY23 Assessment of the Administrative Mechanism (AAM): Beth Gavin & Kim Wilso

SPEC Recommendations

Priority Setting

- Conduct priority setting process in person
- Potentially include a format similar to the All-Day Allocations meeting
- Ensure 100% priority setting response
- Use the Priority Settings ballot as an attendance, so those that are present hold themselves accountable, and submissions can still anonymous
- Review data presentations prior to doing priority setting
- Small working group to vet additional priority setting tools for future use

Data and External Presentations

- Review guidelines for EFA post COVID to see if anything changed that would be relevant to SPEC's work as a committee
- Include historical perspectives on decision making and understanding how things were done in the past
- Review any data during Council meeting time
- MNC to present to SPEC regarding membership and attendance

Planning Council Recommendations

Accountability and Engagement

- Focus on having more accountability for engagement between each other
- More encouragement from leadership to talk to people about their commitment to the Council

- Continue ice breaker activities
- At the end of meetings, have everyone recap and talk about what they learned, something that surprised them, etc., for additional engagement.
- Integrate Diversity, Equity and Inclusion trainings into our committees and full Council

Meeting Format

- Continue a hybrid meeting format
- Make certain meetings mandatory to be in person (i.e., Priority Settings)

Membership and Recruitment

- More representation from New Hampshire as far as members, agency representatives, and data information
- Focusing on filling the Medicaid position for NH

Topic F: MNC Recruitment Updates

Application has been sent to:

- Part A Contacts
- Outside contacts/speakers/PCS connections
- Member contacts including current and past members

Recruitment events:

- Bayard Rustin Breakfast
- Two separate tabling sessions at Boston Living Center
- THRIVE on May 11th
- Boston Pride Kick off on June 1st

Upcoming events:

- Boston Pride Events, the weekend of June 10th
- Tabling at AIDS Project Worcester Open House on June 16th
- Portsmouth and Nashua Pride on June 24th

Topic G: 2023-2024 PC Officer Nominations

PCS goes over Planning Council Chair Elect responsibilities and goes over the timeline of being a Chair Elect.

Nomination guidelines:

- Self nominate or nominate another member today, during the meeting
- If you want to nominate yourself, let PCS know by June 16th
- If you want to nominate someone else, let that person know and PCS know by June 16th
- All nominees must submit a written statement of candidacy to PCS by June 19th

Planning Council members nominate each other to take on the Chair Elect role for next upcoming council year. C.W., K.W., and M.L. were nominated.

The voting for the next Planning Council Chair Elect will happen on June 22nd at the last Planning Council meeting of the 2022-2023 year.

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

PCS shares the End of the Year Survey for council members. These surveys are due by June 22nd, 2023.

Announcements

- New Member Applications due June 16th!!!
- AIDS Project Worcester Open House on June 16th – Let PCS know if you can join
- Portsmouth Pride and Nashua Pride – June 24th, PCS will be at Portsmouth!
- If you want to nominate yourself or others for Chair-Elect – do so by June 16th and send in your statement by June 19th!
- Last Planning Council Meeting of the year is June 22nd, 4 – 6 PM
- End of Year party – July 9th, 1 – 4 PM at Cassidy Playground, stay tuned for details

Meeting to Adjourn

Motion: Wendy LeBlanc

Second: Robert Giannasca

Result: The meeting was adjourned at 5:47pm.

The background is a light green color with various tropical leaves scattered around. The leaves are in different colors: red, purple, teal, and dark blue. Some are solid colors, while others are just outlines. The leaves include monstera, ferns, and palm-like leaves.

PLANNING COUNCIL

June 8, 2023

Patrick Baum, Chair
Darren Sack, Chair Elect

The background is a solid light green color. In the top left, there are large, faint, light green leaf silhouettes. In the top right, there is a dark blue fern-like leaf silhouette. In the bottom left, there is a purple leaf silhouette with dark blue veins. In the bottom right, there are faint, light blue leaf silhouettes.

MOMENT OF SILENCE

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



ATTENDANCE

Icebreaker!!

You get to go on an all-expenses-paid vacation this summer. Where would you go?





AGENDA



**01. Review & Approve
May 11th Minutes**

02. Agency Updates

**03. NRAC FY24 Scenarios
& Year End Report**



**04. SPEC Year End
Report**

**05. MNC
Recruitment Updates**

**06. 2023-2024 PC
Officers Nominations**

**07. End of Year Survey &
Announcements**



Review & Approve Meeting Minutes

May 11th, 2023

Steps in approving minutes:

- Review minutes
- Make a first and second motion to approve minutes
- Vote (Zoom poll)

Approve: Yes, I approve the minutes
Oppose: No, I do not approve the minutes
Abstain: Decline to vote

Agency Updates

MA DEPARTMENT OF PUBLIC
HEALTH
BARRY CALLIS

NH DEPARTMENT OF HEALTH &
HUMAN SERVICES
YVETTE PERRON

MA OFFICE OF MEDICAID
ALLISON KIRCHGASSER

BOSTON PUBLIC HEALTH
COMMISSION
TEGAN EVANS

MAYOR'S OFFICE
MELISSA HECTOR



Needs, Resources & Allocations Committee Year End Report

Presentation Overview

- Committee Members and Charge
 - Criteria for Developing Funding Decisions
 - FY22 Actual Unexpended Funds
 - FY23 Estimated Unexpended Funds
 - FY24 Funding Scenarios
 - Minority AIDS Initiative
 - Additional Guidance to BPHC
 - Committee Year-End Recommendations to NRAC and Council
-

Catherine Weerts, Joey Carlesimo & Stephen Corbett

Committee Members

Chair

Catherine
Weerts

Vice
Chair

Joey
Carlesimo

Lamar
Brown-
Noguera

Barry Callis

Stephen
Corbett

Damon
Gaines

Robert
Giannasca

Amanda
Hart

Darian
Hendricks

Brian
Holliday

Alison
Kirchgasser

Wendy
LeBlanc

Jordan
Lefebvre

Allan
McClendon

Mahara
Pinheiro

Serena
Rajabiun

Nate Ross

Darren Sack

Mairead
Skehan Gillis

Bryan
Thomas


Karen White

Committee Charge



Execute the development and implementation of a process to identify needs of individuals with HIV/AIDS and their caregivers and assess the impact of Part A funding and programs within the EMA

Make recommendations to the Planning Council regarding the distribution of funds in consideration of:

- Community service needs as identified in the needs assessment
 - Current funding streams for HIV/AIDS services from all identifiable sources
 - Spending & utilization trend data
- 

Types of Allocation Scenarios

**UNEXPENDED
(CARRY OVER)**



FY22

3/1/2022-2/28/2023

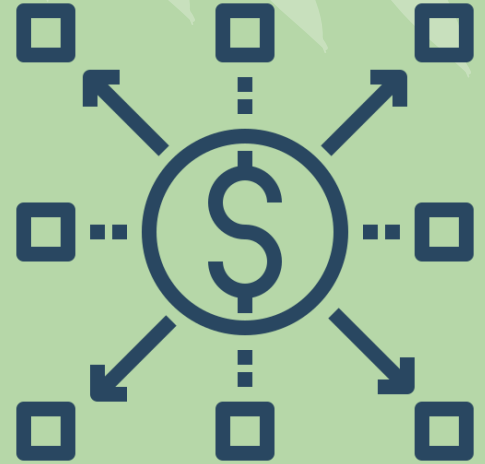
**UNDER-EXPENDED
(SWEEPS)**



FY23

3/1/2023-2/28/2024

FUNDING SCENARIOS



FY24

3/1/2024-2/28/2025

Criteria for Funding Decisions



ENVIRONMENTAL CHANGES

- Federal and state budgets
- Transition away from pandemic emergency funding



INFORMATION SOURCES

- Funding streams data
- Spending & Utilization data from RWSD
- Needs Assessment data



PLANNING COUNCIL WORK

- Priority setting
- Funding principles
- Input from Council discussions throughout the year

HRSA Mandated Proportions

10% of Total Allocation

- BPHC Administration
- Planning Council Support

Up to 5% of Total Allocation

- Quality Management (includes Evaluation)

Part A Funded Categories

- Formula driven, based on NRAC Allocation Recommendations

Minority AIDS Initiative (MAI)

- Formula driven, based on NRAC Allocation Recommendations

FY22 Actual Unexpended Funds Recommendation

On June 9, 2022, NRAC recommended that the Council direct BPHC to allocate:

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FY22 Actual Unexpended Funds: \$479,019.60

On May 18, 2023, NRAC recommended that we keep proportions the same for the FY22 Actual Unexpended (Carry Over) Funds.

FY22

479,019.60

Actual unexpended

FY22 Rank	Service Category	CORE OR SUPPORT	FY 2023 Base	Calculation % of FY22 Carry Over	Δ in FY 2023 Using FY 2022 Unexpended Formula	FY 2023 Revised (FY22 Carry Over + FY23 Base)
1	AIDS Drug Assistance (ADAP/HDAP)	1	\$157,343	20%	\$95,804	\$253,147
2	Medical Case Management, including Treatment Adherence Services	1	\$4,404,036			\$4,404,036
3	Housing Services	2	\$1,419,145			\$1,419,145
4	Non-Medical Case Management Services	2	\$983,563			\$983,563
5	Emergency Financial Assistance	2	\$216,989	30%	\$143,706	\$360,695
6	Oral Health Care	1	\$1,427,799			\$1,427,799
7	Food Bank/Home-Delivered Meals	2	\$792,205	30%	\$143,706	\$935,911
8	Psychosocial Support Services	2	\$906,356			\$906,356
9	Medical Transportation Services	2	\$210,495			\$210,495
11	Health Education/Risk Reduction	2	\$347,404			\$347,404
12	Medical Nutrition Therapy	1	\$1,141,181	20%	\$95,804	\$1,236,985
16	Other Professional Services	2	\$52,085			\$52,085
	MCM/NMCM Training		\$234,380			\$234,380
	Direct Part A Service Total		\$12,292,982			\$12,772,002
15	<i>Part A Quality Management (5% cap)</i>		\$500,238			\$500,238
	Total: QM		\$500,238			\$500,238
17	<i>Part A Administration/Planning Council Support (10% cap)</i>		\$1,421,469			\$1,421,469
	Total: Admin/PCS		\$1,421,469			\$1,421,469
	Total Planned Allocation		\$14,214,689			\$14,693,709
	FY 2022 Base Award			Left to Distribute	\$479,020	
	Total Carry Over					
	Core Medical Services	\$7,130,360	58%			\$7,321,968
	Health-Related Support Services	\$4,928,242	40%			\$5,215,654
	MCM/NMCM Training		2%			

FY23 Estimated Unexpended (Carry Over) Funds

On June 9, 2022, NRAC recommended that the Council direct BPHC to allocate:

20% to ADAP

20% to Medical Nutrition Therapy

30% to Food Bank/Home Delivered Meals

30% to Emergency Financial Assistance

On May 18, 2023, NRAC recommended that we keep proportions and service categories the same for the FY23 Estimated Unexpended (Carry Over) Funds. *This recommendation is presented to Council today for a vote on June 22.*

RECOMMENDATIONS FOR FUNDING SCENARIOS FOR FY24

1. Level Funding Scenario
2. \$500,000 decrease below level funding
3. \$500,000 increase above level funding
4. Over 500,000 decrease below/increase above level funding

FY24 Level Funding Scenario

FY24 Rank	Service Category	CORE OR SUPPORT	FY 2023 Base	FY 2023 % of Direct Care (values)	Results Calculation	\$ Δ FY 2024 Level / FY 2023 Base	FY 2024 Level Funding	FY 2024 % Direct Care
1	AIDS Drug Assistance	1	\$157,343	1.3%	\$157,343	\$0	\$157,343	1.3%
2	Medical Case Management	1	\$4,404,036	35.8%	\$4,404,036	\$0	\$4,404,036	35.8%
3	Housing Services	2	\$1,419,145	11.5%	\$1,419,145	\$0	\$1,419,145	11.5%
4	Non-Medical Case Management	2	\$983,563	8.0%	\$983,563	\$0	\$983,563	8.0%
5	Food Bank/Home-Delivered Meals	2	\$792,205	6.4%	\$792,205	\$0	\$792,205	6.4%
6	Emergency Financial Assistance	2	\$216,989	1.8%	\$216,989	\$0	\$216,989	1.8%
7	Oral Health Care	1	\$1,427,799	11.6%	\$1,427,799	\$0	\$1,427,799	11.6%
10	Medical Transportation	2	\$210,495	1.7%	\$210,495	\$0	\$210,495	1.7%
12	Psychosocial Support	1	\$906,356	7.4%	\$906,356	\$0	\$906,356	7.4%
13	Medical Nutrition Therapy	1	\$1,141,181	9.3%	\$1,141,181	\$0	\$1,141,181	9.3%
14	Health Education/Risk Reduction	2	\$347,404	2.8%	\$347,404	\$0	\$347,404	2.8%
22	Other Professional Services	2	\$52,085	0.4%	\$52,085	\$0	\$52,085	0.4%
	MCM/NMCM Training		\$234,380	1.9%	\$234,380	\$0	\$234,380	1.9%
Direct Part A Service Total			\$12,292,982	100%	\$12,292,982	\$0	\$12,292,982	100.0%

QUALITY MANAGEMENT AND ADMINISTRATION

<i>Quality Management (5% cap)</i>	\$500,238	3.52%
<i>Administration/Planning Council Support (10% cap)</i>	\$1,421,469	10%

On May 18, 2023, NRAC recommended that we keep proportions the same for the FY24 Level Funding based on FY23 Base funding.

FY 2024 \$500k Decrease Funding Scenario

FY24 Rank	Part A Service Category	FY 2023 Base	FY 2023 % of Direct Care (values)	Proportional decreases	Results Calculation (FY23 Base - Prop. Decrease)	FY 2024 \$500k ↓ Funding	% of Direct Care	\$ Δ FY 2024 \$500k ↓ / FY 2023 Level
1	AIDS Drug Assistance	\$157,343	1.3%	\$5,440	\$151,904	\$151,904	1.3%	(\$5,440)
2	Medical Case Management	\$4,404,036	35.8%	\$152,259	\$4,251,778	\$4,251,778	35.8%	(\$152,259)
3	Housing services	\$1,419,145	11.5%	\$49,063	\$1,370,082	\$1,370,082	11.5%	(\$49,063)
4	Non-medical Case Management	\$983,563	8.0%	\$34,004	\$949,559	\$949,559	8.0%	(\$34,004)
5	Food Bank/Home-delivered meals	\$792,205	6.4%	\$27,389	\$764,816	\$764,816	6.4%	(\$27,389)
6	Emergency Financial Assistance	\$216,989	1.8%	\$7,502	\$209,487	\$209,487	1.8%	(\$7,502)
7	Oral Health	\$1,427,799	11.6%	\$49,363	\$1,378,436	\$1,378,436	11.6%	(\$49,363)
10	Medical Transportation	\$210,495	1.7%	\$7,277	\$203,218	\$203,218	1.7%	(\$7,277)
12	Psychosocial Support	\$906,356	7.4%	\$31,335	\$875,021	\$875,021	7.4%	(\$31,335)
13	Medical Nutrition Therapy	\$1,141,181	9.3%	\$39,454	\$1,101,727	\$1,101,727	9.3%	(\$39,454)
14	Health Education/Risk Reduction	\$347,404	2.8%	\$12,011	\$335,393	\$335,393	2.8%	(\$12,011)
22	Other Professional Services	\$52,085	0.4%	\$1,801	\$50,284	\$50,284	0.4%	(\$1,801)
	<i>MCM/NMCM Training</i>	\$234,380	1.9%	\$8,103	\$226,277	\$226,277	1.9%	(\$8,103)
	Direct Part A Service Total	\$12,292,982	100%	\$425,000	\$11,867,982	\$11,867,982	100%	(\$425,000)

QUALITY MANAGEMENT AND ADMINISTRATION

	LEVEL FUNDING		DECREASED
<i>Quality Management (5% cap)</i>	\$500,238	3.52%	Level - \$25k \$475,238
<i>Admin/Planning Council Support (10% cap)</i>	\$1,421,469	10.00%	Level - \$50k \$1,371,469

On May 18, 2023, NRAC recommended that we proportionally decrease the funding from each service category.

FY 2023 \$500k Increase Scenario

- Proportional increase was looked at first – determined not to follow through with this
- Determined categories for increase according to existing proportions of just these 6 services:

Service Category	Percent of Funded Categories	Percent of Selected Service Categories	Proportion of Total Increase
<i>These categories were recommended to increase while keeping all others at base funding level.</i>	<i>These are the percents of the total direct service allocation.</i>	<i>These are the proportions for only each category recommended to be increased. Example: 1.3 of 41.8 is 3% and so on.</i>	<i>These are the proportions of the total increase if we leave all other categories at base funding.</i>
ADAP	1.3	3.11%	\$ 13,217.70
Housing	11.5	27.51%	\$ 116,925.84
Food Bank/Home Delivered Meals	6.4	15.31%	\$ 65,071.77
Oral Health	11.6	27.75%	\$ 117,942.58
Medical Transportation Therapy	1.7	4.07%	\$ 17,284.69
Medical Nutrition Therapy	9.3	22.25%	\$ 94,557.42
Total	41.8	100%	\$ 425,000.00
	<i>Here, we add up the total of all percents, as if we only had these 6 service categories, which is where the 41.8 comes from.</i>		
Total necessary increase to direct services	\$ 425,000.00	<i>Remember, this is only \$425,000 because Quality Management must be increased by \$25,000 and Admin/Planning Council Support must be increased by \$50,000</i>	

Increase Scenario, continued

- The \$116,926 was then taken back out of Housing and split evenly between ADAP and Oral Health
- The proportional dollar amount from Health Education/Risk Reduction (\$12,011) and Other Professional Services (\$1801) were taken from those categories then distributed evenly between ADAP and Oral Health as well (\$6906 each, or \$13,812 total)

On May 18, 2023, NRAC recommended that we increase ADAP by \$78,587, Food Bank/Home Delivered Meals by \$65,072, Oral Health by \$183,312, Medical Transportation by \$17,285 and Medical Nutrition Therapy by \$94,557. Health Ed/Risk Reduction would be reduced by \$12,011 and Other Professional Services would be reduced by \$1801.

Increase Scenario, continued

FY24 Rank	Part A Service Category	CORE OR SUPPORT	FY 2023 Base	FY 2023 % of Direct Care (values)	Proportional Increase	Potential Recommended Increase	Results Calculation (FY23 Base + Recommended Increase)	Override (Additional Δ)	Additional override	Results Calculation (FY23 Base OR proportional decrease + Override)	FY 2024 + \$500k Funding	% of Direct Care	\$ Δ FY 2024 + \$500k / FY 2023 Level
1	AIDS Drug Assistance	1	\$157,343	1.3%	\$5,440	\$ 13,217.70	\$170,561	\$58,463	\$6,906	\$235,930	\$235,930	1.9%	\$78,587
2	Medical Case Management	1	\$4,404,036	35.8%	\$152,259		\$4,404,036			\$4,404,036	\$4,404,036	34.6%	\$0
3	Housing services	2	\$1,419,145	11.5%	\$49,063	\$ 116,925.84	\$1,536,071	(\$116,926)		\$1,419,145	\$1,419,145	11.2%	\$0
4	Non-medical Case Management	2	\$983,563	8.0%	\$34,004		\$983,563			\$983,563	\$983,563	7.7%	\$0
5	Food Bank/Home-delivered meals	2	\$792,205	6.4%	\$27,389	\$ 65,071.77	\$857,277			\$857,277	\$857,277	6.7%	\$65,072
6	Emergency Financial Assistance	2	\$216,989	1.8%	\$7,502		\$216,989			\$216,989	\$216,989	1.7%	\$0
7	Oral Health	1	\$1,427,799	11.6%	\$49,363	\$ 117,942.58	\$1,545,741	\$58,463	\$6,906	\$1,611,110	\$1,611,110	12.7%	\$183,312
10	Medical Transportation	2	\$210,495	1.7%	\$7,277	\$ 17,284.69	\$227,780			\$227,780	\$227,780	1.8%	\$17,285
12	Psychosocial Support	2	\$906,356	7.4%	\$31,335		\$906,356			\$906,356	\$906,356	7.1%	\$0
13	Medical Nutrition Therapy	1	\$1,141,181	9.3%	\$39,454	\$ 94,557.42	\$1,235,738			\$1,235,738	\$1,235,738	9.7%	\$94,557
14	Health Education/Risk Reduction	2	\$347,404	2.8%	\$12,011	\$ (12,011.00)	\$347,404	(\$12,011)		\$335,393	\$335,393	2.6%	(\$12,011)
22	Other Professional Services	2	\$52,085	0.4%	\$1,801	\$ (1,801.00)	\$52,085	(\$1,801)		\$50,284	\$50,284	0.4%	(\$1,801)
	MCM/NMCM Training		\$234,380	1.9%	\$8,103		\$234,380			\$234,380	\$234,380	1.8%	\$0
Direct Part A Service Total			\$12,292,982	100%	\$425,000	\$411,188	\$12,717,982	(\$13,812)	\$13,812		\$12,717,982	100%	\$425,000

QUALITY MANAGEMENT AND ADMINISTRATION			
	LEVEL FUNDING		INCREASED
Quality Management (5% cap)	\$500,238	Level + 25,000	\$525,238
Total: QM	\$500,238		\$525,238
Admin/Planning Council Support (10% cap)	\$1,421,469	Level + 50,000	\$1,471,469
Total: Admin/PCS	\$1,421,469		\$1,471,469

On May 18, 2023, NRAC recommended that we increase ADAP by \$78,587, Food Bank/Home Delivered Meals by \$65,072, Oral Health by \$183,312, Medical Transportation by \$17,285 and Medical Nutrition Therapy by \$94,557. Health Ed/Risk Reduction would be reduced by \$12,011 and Other Professional Services would be reduced by \$1801.

Minority AIDS Initiative: FY22 Carry Over and FY24 Level

FY24 Rank	Service Category	FY 2023 Base	PART 1: Carry Over		FY 23 + FY22 Carry Over Funding	PART 2: FY24 MAI	
			FY22 Carry Over Recommendation	FY22 Carry Over %		FY24 Level Funding PC Recommendation	FY 2024 Funding
1	MAI - Case Management, Medical	\$441,922.81		0%	\$441,923	50.4%	\$441,923
2	MAI - Case Management, Non-Medical	\$171,587.38		0%	\$171,587	19.6%	\$171,587
3	MAI - Emergency Financial Assistance	\$25,772.04	\$ 36,172.60	68%	\$61,945	2.9%	\$25,772
4	MAI - Psychosocial Support	\$153,565.40		0%	\$153,565	17.5%	\$153,565
5	MAI - Linguistic Services	\$6,284.56	\$ 8,511.20	16%	\$14,796	0.7%	\$6,285
6	MAI - Other Professional Services (Legal)	\$77,713.81	\$ 8,511.20	16%	\$86,225	8.9%	\$77,714
Direct Service Total		\$876,846	\$ 53,195.00	100%	\$930,041.00	100%	\$876,846

Summary

Part A Scenarios

Rank	Service Category	FY 2023 Base	FY 2024 \$500k ↓	FY 2024 Level Funding	FY 2024 \$500k ↑
1	AIDS Drug Assistance	\$157,343	\$151,904	\$157,343	\$235,930
2	Medical Case Management	\$4,404,036	\$4,251,778	\$4,404,036	\$4,404,036
3	Housing services	\$1,419,145	\$1,370,082	\$1,419,145	\$1,419,145
4	Non-medical Case Management	\$983,563	\$949,559	\$983,563	\$983,563
5	Food Bank/Home-delivered meals	\$792,205	\$764,816	\$792,205	\$857,277
6	Emergency Financial Assistance	\$216,989	\$209,487	\$216,989	\$216,989
7	Oral Health	\$1,427,799	\$1,378,436	\$1,427,799	\$1,611,110
10	Medical Transportation	\$210,495	\$203,218	\$210,495	\$227,780
12	Psychosocial Support	\$906,356	\$875,021	\$906,356	\$906,356
13	Medical Nutrition Therapy	\$1,141,181	\$1,101,727	\$1,141,181	\$1,235,738
14	Health Education/Risk Reduction	\$347,404	\$335,393	\$347,404	\$335,393
22	Other Professional Services	\$52,085	\$50,284	\$52,085	\$50,284
	<i>MCM/NMCM Training</i>	\$234,380	\$226,277	\$234,380	\$234,380

Summary MAI Scenarios FY22 Carry Over

FY24 Rank	Service Category	FY 2023 Base	FY22 Carry Over Recommendation	FY22 Carry Over %	FY 23 + FY22 Carry Over Funding
1	MAI - Case Management, Medical	\$441,922.81		0%	\$441,923
2	MAI - Case Management, Non-Medical	\$171,587.38		0%	\$171,587
3	MAI - Emergency Financial Assistance	\$25,772.04	\$36,172.60	68%	\$61,945
4	MAI - Psychosocial Support	\$153,565.40		0%	\$153,565
5	MAI - Linguistic Services	\$6,284.56	\$8,511.20	16%	\$14,796
6	MAI - Other Professional Services (Legal)	\$77,713.81	\$8,511.20	16%	\$86,225
Direct Service Total		\$876,846	\$53,195.00	100%	\$930,041.00

Summary MAI Scenarios: FY24 Level Funding

Rank	Service Category	FY 2023 Base	FY 2024 \$500k ↓	FY 2024 Level Funding	FY 2024 \$500k ↑
1	MAI - Case Management, Medical	\$441,923	\$441,923	\$441,923	\$441,923
2	MAI - Case Management, Non-Medical	\$171,587	\$171,587	\$171,587	\$171,587
3	MAI - Emergency Financial Assistance	\$25,772	\$25,772	\$25,772	\$25,772
4	MAI - Psychosocial Support	\$153,565	\$153,565	\$153,565	\$153,565
5	MAI - Linguistic Services	\$6,285	\$6,285	\$6,285	\$6,285
6	MAI - Other Professional Services (Legal)	\$77,714	\$77,714	\$77,714	\$77,714

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

Summary

FY23 Base:
\$15,228,608

FY24 \$500K
Reduction:
\$14,728,608

FY24 Level:
\$15,228,608

FY24 \$500K Increase:
\$15,728,608

Rank	Service Category	FY 2023 Base	FY 2024 \$500k ↓	FY 2024 Level Funding	FY 2024 \$500k ↑
1	AIDS Drug Assistance	\$157,343	\$151,904	\$157,343	\$235,930
2	Medical Case Management	\$4,404,036	\$4,251,778	\$4,404,036	\$4,404,036
3	Housing services	\$1,419,145	\$1,370,082	\$1,419,145	\$1,419,145
4	Non-medical Case Management	\$983,563	\$949,559	\$983,563	\$983,563
5	Food Bank/Home-delivered meals	\$792,205	\$764,816	\$792,205	\$857,277
6	Emergency Financial Assistance	\$216,989	\$209,487	\$216,989	\$216,989
7	Oral Health	\$1,427,799	\$1,378,436	\$1,427,799	\$1,611,110
10	Medical Transportation	\$210,495	\$203,218	\$210,495	\$227,780
12	Psychosocial Support	\$906,356	\$875,021	\$906,356	\$906,356
13	Medical Nutrition Therapy	\$1,141,181	\$1,101,727	\$1,141,181	\$1,235,738
14	Health Education/Risk Reduction	\$347,404	\$335,393	\$347,404	\$335,393
22	Other Professional Services	\$52,085	\$50,284	\$52,085	\$50,284
	<i>MCM/NMCM Training</i>	\$234,380	\$226,277	\$234,380	\$234,380
1	MAI - Case Management, Medical	\$441,923	\$441,923	\$441,923	\$441,923
2	MAI - Case Management, Non-Medical	\$171,587	\$171,587	\$171,587	\$171,587
3	MAI - Emergency Financial Assistance	\$25,772	\$25,772	\$25,772	\$25,772
4	MAI - Psychosocial Support	\$153,565	\$153,565	\$153,565	\$153,565
5	MAI - Lingustic Services	\$6,285	\$6,285	\$6,285	\$6,285
6	MAI - Other Professional Services (Legal)	\$77,714	\$77,714	\$77,714	\$77,714
	Direct Service Total (Part A + MAI)	\$13,169,828	\$12,744,828	\$13,169,828	\$13,594,828
	<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/Planning Council Support (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	\$15,228,608	\$14,728,608	\$15,228,608	\$15,728,608
	FY 2024 Funding Scenarios	\$15,228,608	\$14,728,608	\$15,228,608	\$15,728,608
	Core Medical Services	\$7,130,360	\$6,883,845	\$7,130,360	\$7,486,815
	Health-Related Support Services	\$4,928,242	\$4,757,860	\$4,928,242	\$4,996,786
	% Core Medical Services	59%	59%	59%	60%
	% Health-Related Support Services	41%	41%	41%	40%

Additional Guidance to BPHC



Leeway to adjust category allocations:

2023 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, except for categories funded at less than \$500,000 are given up to **50% leeway** as established in the FY23 Funding Scenario recommendations.”

Votes on June 22nd

FY22 Actual Unexpended Funds

FY23 Estimated Unexpended Funds

FY24 Funding Scenarios

Minority AIDS Initiative FY22 Carry Over

Minority AIDS Initiative FY24 Level Funding

Additional Guidance to BPHC



NRAC Year End Recommendations:

Committee Specific
Recommendations

Meetings and Resources

- At beginning of the year, decide the best time to hold NRAC meetings
- Offer more education training for NRAC members on how to access needs assessment data collection tools, more distribution outlets for members, and how to access resources on Basecamp
- Increase consumer survey participation by using incentivization for both surveys and focus group participation
- Implement needs assessment study design and data collection improvements discussed throughout the year
- Review spending patterns more often
- Update spending from agencies and how much was spent from grants when it is first available

Related to All Day Allocations Meeting:

- Annually determine if training is needed for the Allocations Meeting
- Improving data presentations and information:
 - Include six-year data trends in the Spending and Utilization slides
 - Add projected number of clients for each category on utilization slides
 - Include projected versus how many actual clients served
 - Add number of agencies for each funded category to give a sense of the impact of the funds that are being used
- Have experienced representatives from agencies be invited to Allocations Meeting to answer more detailed questions
- Add more discussion or updates around carry over throughout the year
- Improve directions for how to get to Allocations Meeting (and other meetings if not in regular meeting space)

NRAC Year End Recommendations:

General

- Keep all recommendations from 2023
- Add virtual coffee hours and notify members earlier for more notice before holding coffee hours
- Standardized and more formal Diversity, Equity, and Inclusion curriculum
- Have more formal structure for training
- Hold trainings at the beginning of fiscal year and Council Year
- More context into the content - talk about the impact of funds agencies have received, so that members can have a better understanding of the service delivery model
- Limit number of emails

Meetings

- Discuss more current events in Planning Council meetings
- Include more context and encourage dynamic presentations versus reading off the slides
- Conduct Priority Setting activities in person to get a higher response rate
- Include feedback mechanisms for knowing if members filled out a survey or did an activity
- Provide better directions on how to get to buildings when we have in person meetings

SERVICES, PRIORITIES, AND EVALUATIONS COMMITTEE

Year End Report

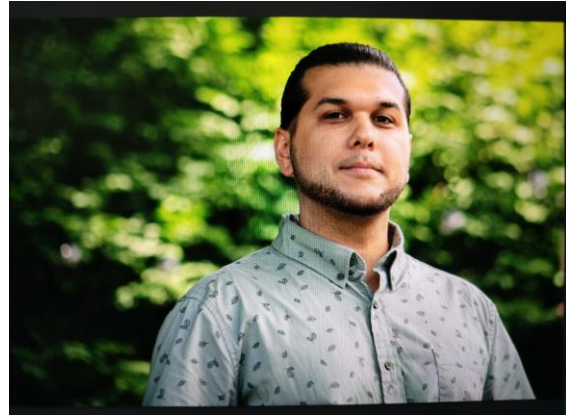
Presented by: Beth Gavin & PCS

SPEC Committee Leadership

Chair: Margaret Lombe



Vice-Chair: Henry Cabrera



2022-2023 SPEC Members

Justin Alves	Daniel Amato	Adam Barrett	Stephen Batchelder	Henry Cabrera	Sandra Custodio
Larry Day	Beth Gavin	Jerome Hazen	Lorraine Jones	Kathy Lituri	Margaret Lombe
Keith Nolen	Ericka Olivera	Ethan Oiumet	Arielle Peirre	Manuel Pires	Luis Rosa
	Michael Swaney	Kim Wilson	Tim Young		

SPEC Committee Charge



Summarize and make recommendations to the Planning Council on service categories



Provide guidance on prioritizing Part A service categories.



Assess the efficiency of the administrative mechanism in rapidly allocating funds within the EMA

Member Spotlights:

- Henry Cabrera
- Beth Gavin
- Ethan Ouimet
- Stephen Batchelder
- Kim Wilson
- Kathy Lituri
- Daniel Amato
- Larry Day

2022-2023 PROJECT SUMMARY

2022-2023 Projects

Service Standards Edits:

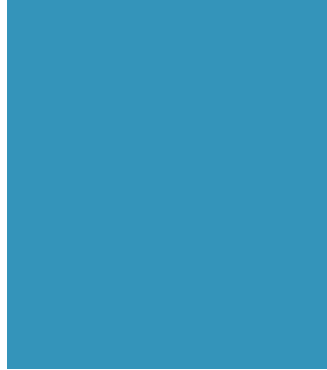
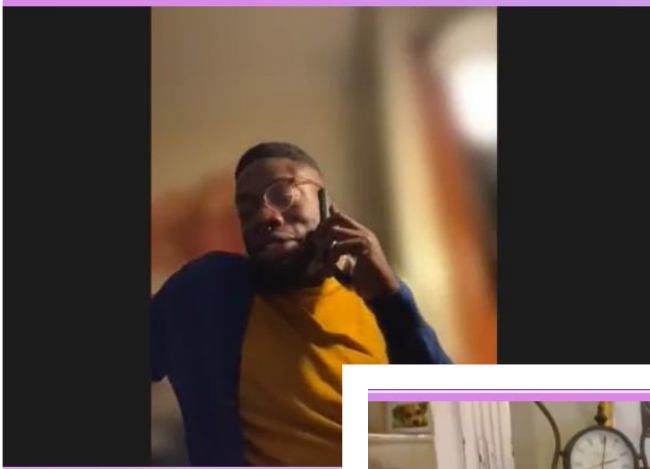
The FY23 Service Standards were modified by SPEC via an ad hoc group. SPEC voted to approve the recommendations, which were then parlayed to the RWSD for implementation.

2023 AAM:

SPEC members worked to edit and improve upon the Provider Survey. Once responses were received, SPEC members analyzed the BPHC questionnaire, finalized recommendations, and chose presenters. A motion was passed to approve the FY23 AAM Recommendations.

Service Category Recommendations:

SPEC members reviewed all funded and not funded Service Categories. Members looked at the service category definition, historical priority setting ranking, clients served, and funding streams. SPEC was responsible for deciding the process for carrying out the priority setting exercise. The committee decided to conduct the ranking exercise via Survey Monkey – service categories were ranked by order of importance.



PC Presentations:

- **Priority Setting Video:** *Keith Nolen & Adam Barrett*
- **Priority Setting Ground Rules Presentation:** *Kathy Lituri and Stephen Batchelder*
- **Service Standards Revisions and Vote:** *Beth Gavin & Kim Wilson*
- **FY23 Assessment of the Administrative Mechanism (AAM):** *Beth Gavin & Kim Wilson*

YEAR END RECOMMENDATIONS

SPEC Recommendations

Priority Setting

- Conduct priority setting process in person
- Potentially include a format similar to the All-Day Allocations meeting
- Ensure 100% priority setting response
- Use the Priority Settings ballot as an attendance, so those that are present hold themselves accountable, and submissions can still be anonymous
- Review data presentations prior to doing priority setting
- Small working group to vet additional priority setting tools for future use

Data and External Presentations

- Review guidelines for EFA post COVID to see if anything changed that would be relevant to SPEC's work as a committee
- Include historical perspectives on decision making and understanding how things were done in the past
- Review any data during Council meeting time
- MNC to present to SPEC regarding membership and attendance

Planning Council Recommendations

Accountability and Engagement

- Focus on having more accountability for engagement between each other
- More encouragement from leadership to talk to people about their commitment to the Council
- Continue ice breaker activities
- At the end of meetings, have everyone recap and talk about what they learned, something that surprised them, etc., for additional engagement.
- Integrate Diversity, Equity and Inclusion trainings into our committees and full Council

Meeting Format

- Continue a hybrid meeting format
- Make certain meetings mandatory to be in person (i.e., Priority Settings)

Membership and Recruitment

- More representation from New Hampshire as far as members, agency representatives, and data information
- Focusing on filling the Medicaid position for NH

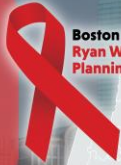
THANK YOU!

Any Questions?

MNC Recruitment Updates

JOIN THE BOSTON EMA RYAN WHITE HIV SERVICES PLANNING COUNCIL!

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



Boston EMA
Ryan White
Planning Council

EMA includes
Massachusetts residents in:
Bristol, Essex, Middlesex,
Norfolk, Plymouth, Suffolk, and
Worcester counties

New Hampshire residents in:
Hillsborough, Rockingham, and
Strafford counties

Who Could Apply?

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

Deadline to apply is
June 16th, 2023

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

APPLY NOW!



Application has been sent to...

- Part A Contacts
- Outside contacts/speakers/PCS connections
- Member contacts including current and past members

Recruitment events...

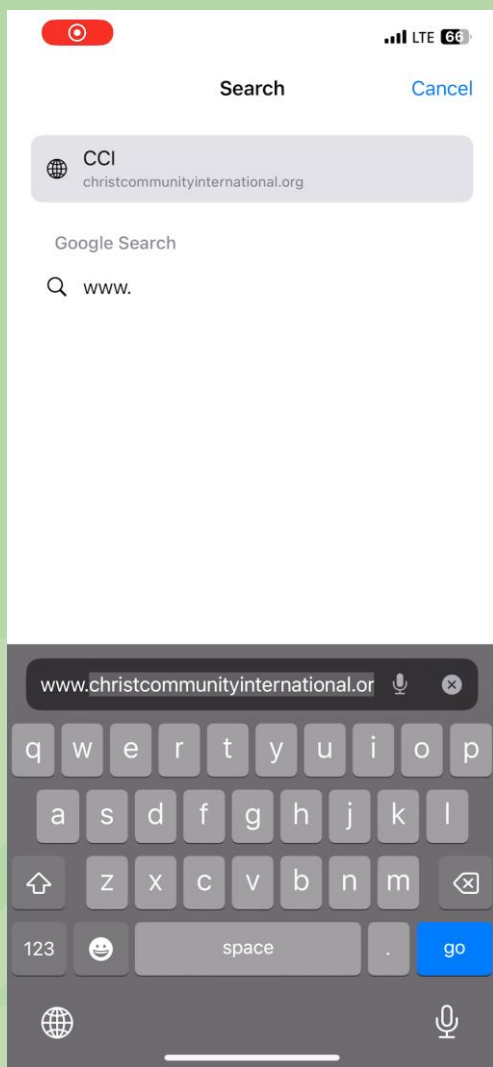
- Bayard Rustin Breakfast
- Two separate tabling sessions at Boston Living Center
- THRIVE on May 11th
- Boston Pride Kick off on June 1st

Upcoming events...

- Boston Pride Events, the weekend of June 10th
- Tabling at AIDS Project Worcester Open House on June 16th
- Portsmouth and Nashua Pride on June 24th

**GIFT CARD
Prizes for
whoever
recruits the
most
members!!!**

How to find the application on the website:



How to find the application on Basecamp:





Planning Council Officer Nominations

2023-2024 Chair Elect

Chair Elect Duties

***REVIEW PLANNING COUNCIL
BYLAWS, ARTICLE 6 – OFFICERS AND
ELECTION OF OFFICERS FOR MORE
INFORMATION ON OFFICER DUTIES

The Planning Council Chair-Elect's duties include:

Preparation for and Participating in Executive Committee Meetings

- Assist the Chair on agenda and review action items from committees
- In the absence of the Chair, chair the meeting
- Provide leadership and advice as needed

Preparation for and Participating in Planning Council Meetings

- Assist the Chair on agenda and review action items from Executive Committee
- Assist the Chair on any issues and possible concerns and preparations to address them
- In the absence of the Chair, chair and manage the meeting
- Provide leadership and advice as needed
- In presiding in the absence of the Chair, vote only when there is a tie

Meeting Follow Up

- Assist the Chair in meeting with people on behalf of the Planning Council as needed

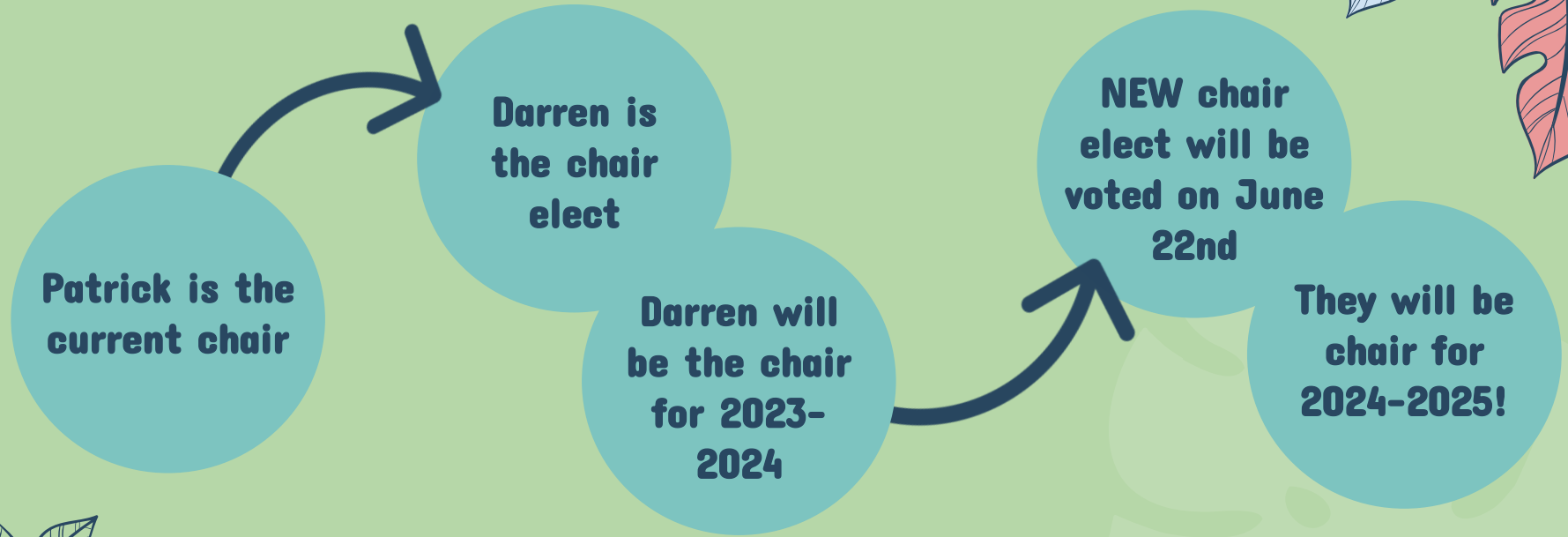
New Member Orientation

- Where possible, attend and participate in new member orientation

Other

- In the absence of the Chair, serve as spokesperson for the Planning Council

Chair Elect Timeline



Nomination Guidelines

Self nominate or nominate another member today, during the meeting

If you want to nominate yourself, let PCS know by **June 16th**

If you want to nominate someone else, let that person know and PCS know by **June 16th**

All nominees must submit a written statement of candidacy to PCS by **June 19th**



Voting will happen on June 22nd at our last Planning Council meeting

End of Year Survey

You will receive an email to complete the survey on SurveyMonkey as usual

DUE June 22nd

Announcements



- **New Member Applications due June 16th!!!**
- AIDS Project Worcester Open House on June 16th – Let PCS know if you can join
- Portsmouth Pride and Nashua Pride – June 24th, PCS will be at Portsmouth!
- If you want to nominate yourself or others for Chair-Elect – do so by June 16th and send in your statement by June 19th!
- Last Planning Council Meeting of the year is June 22nd, 4 – 6 PM
- End of Year party – July 9th, 1 – 4 PM at Cassidy Playground, stay tuned for details

June 22nd

- **Voting on FY24 Allocation Scenarios**
- **Voting on Chair-Elect for the upcoming year!**
- **Nominations preview**
- **End of Year Survey due**