



2023 - 2024

Planning Council Meeting

Thursday, March 14th, 2024

4:00 pm - 6:00 pm

Non Profit Center

89 South St., Boston, MA 02111

THIS IS A FULLY IN PERSON MEETING - THERE WILL BE NO ZOOM OPTION.



Welcome & Moment of Silence

4:00 pm

Darren Sack, PC Chair

Attendance

4:05 pm

PCS

February 8th Minutes Review & Vote

4:10 pm

Darren Sack, PC Chair

Agency Updates & Committee Reports

4:15 pm

Agency Representatives & Committee Chairs

Priority Setting Review & Activity

4:30 pm

PCS and SPEC

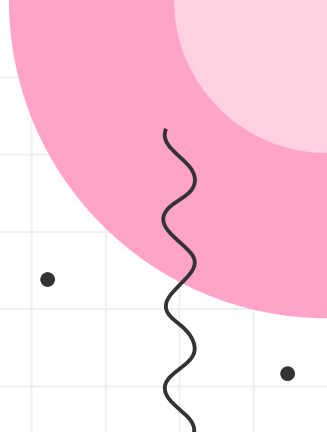

Announcements, Evaluations, Adjourn!

5:45 pm

Darren Sack, PC Chair



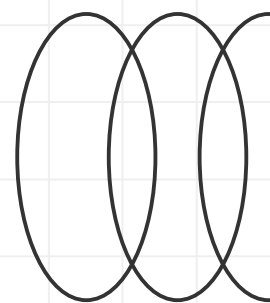
Priority Setting Resources Folder



Planning Council

March 14, 2024

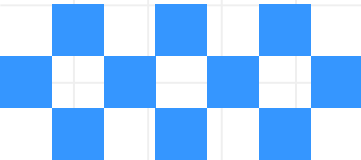
Chair – Darren Sack
Vice Chair – Margaret Lombe





Moment of Silence

At this time, 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.



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.

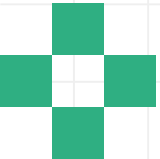


Review & Approve Meeting Minutes February 8th, 2024

1) Any edits to the minutes from February 8th, 2024?

2) First and second motion to approve minutes as written or with any edits.

3) Raise of hands to approve meeting minutes.



Agency Updates

Barry Callis, MDPH
Alison Kirchgasser, MassHealth
Yvette Perron, NH DHHS
Tegan Evans, BPHC RWSD
Melissa Hector, City of Boston & Mayor's Office

Committee Reports

Kim Wilson, MNC
Henry Cabrera, SPEC
Darian Hendricks, Consumer
Amanda Hart, NRAC
Darren Sack, Exec
Michael Swaney, RDG Working Group



Priority Setting is the process of ranking all 28 service categories in order of importance to PLWH in the Boston EMA.

Which Fiscal Year are we setting priorities for?

FEB. 2024

The previous fiscal year (FY23) just ended.

MAR. 2024

FY24 is the current fiscal year. The priorities that were set last Council year, went into effect March 1st.

MAR. 2025

We are priority setting for FY25 which begins March 1st, 2025.

How will we set priorities?

Online Version:

Move the categories up or down by clicking the arrows on the right or drag the three lines icon on the left to order the Service Categories. Top category should be highest priority and bottom category should be the lowest priority.



FY25 Priority Setting Ballot

Each year, the Council sets service priorities for the upcoming year. As a council member, you represent the interests of all PLWH in the Boston EMA. The Planning Council defines the needs of the Boston EMA by prioritizing service categories. Priority setting is the process of ranking the approved list of Part A service categories to reflect the needs of people living with HIV (PLWH).

Please rank the following FY25 service categories from 1 to 28, with 1 being the most important.


To rank, select from the dropdown menu or drag each service category to be in the order you find it priority.

If you have any questions or need assistance, please email Planning Council Support at pc@bpho.org.

- AIDS Drug Assistance (ADAP/HOAP) ▲ ▼
- AIDS Pharmaceutical Assistance ▲ ▼
- Child Care Services ▲ ▼
- Early Intervention Services (EIS) ▲ ▼
- Emergency Financial Assistance ▲ ▼
- Food Bank/Home-Delivered Meals ▲ ▼
- Health Education/Risk Reduction ▲ ▼
- Health Insurance Premium and Cost-Sharing ▲ ▼

Paper Version:

Rank the categories 1-28 with 1 being the highest priority and 28 being the lowest priority.



Boston EMA Ryan White HIV/AIDS Services Planning Council
Priority Setting Ballot
FY25 Rankings

Directions: Rank service categories from 1 to 28, with 1 being the most important. Return to PC if you complete. For the online version visit: <https://www.surveymonkey.com/fy25/prioritysetting>

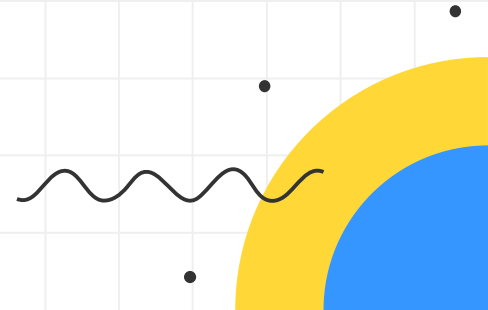
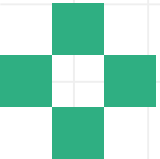
SERVICE CATEGORIES	RANK
AIDS Drug Assistance Program Treatment (ADAP)	
AIDS Pharmaceutical Assistance	
Child Care Services	
Early Intervention Services (EIS)	
Emergency Financial Assistance	
Food Bank/Home-Delivered Meals	
Health Education/Risk Reduction	
Health Insurance Premium & Cost Sharing Assistance	
Home & Community-Based Health Services	
Home Health Care	
Housing	
Housing	
Linguistic Services	
Medical Case Management, including Treatment Adherence Services	
Medical Nutrition Therapy	
Mental Health Services	
Medical Transportation	
Non-Medical Case Management Services	
Oral Health Care	
Other Professional Services (Legal Services & Permanency Planning)	
Outpatient (Ambulatory) Health Services	
Outreach Services	
Psychosocial Support Services	
Referral for Health Care & Support Services	
Rehabilitation Services	
Respite Care	
Substance Use Services - Outpatient Care	
Substance Use Services - Residential	

Priority Setting Ground Rules

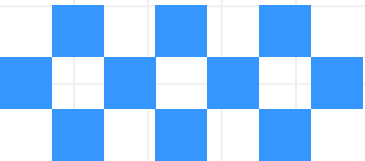
- Rank all categories in numerical order from most important to least important (for paper version). So, designating a “1” ranking means you think that category is the most important; a “28” is the least important.
- USE YOUR RESOURCES: Utilize the best available, accurate, and detailed information to identify service gaps/emerging needs and determine how to best use Part A funds to fill gaps in care. The responsibility of the Council is to make recommendations as to Part A resources can be used, and incompleteness of data should not be used as a justification for not deciding.
- If you have any questions throughout this exercise, PCS will be here to assist you.
- This is NOT group work and rankings will be determined by you.
- Your responses should be confidential so please do not share your responses with anyone else and do not put your name on your ballot.
- Results are final and no changes can be made once submitted.
- Please either quietly work in this room until everyone is done, or you may go to the Open Door Conference Room to socialize, ask questions, network, etcetera.

Once all ballots are turned in, PCS will take the average of all members' votes and present the results for a final vote on April 11th.

**Are there any
questions before
we begin?**



Happy Priority Setting!



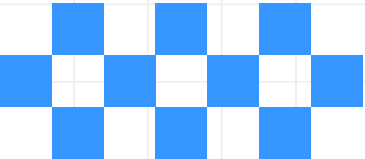
Announcements & Adjourn!

Thank you all for coming in person today!

2nd YW Boston Workshop, Addressing Implicit Bias –
March 28th, 5:30–7:30 PM

Upcoming Events (Be on the look out for the next newsletter!):

- City of Boston LGBTQ+ Summer Safety Plan – Tonight, 6–7:30 PM
- BU SPH The Future of PEPFAR – March 28th, 1–2:30 PM
- YW Boston Workshop #2 – March 28th, 5:30–7:30 PM
- Bayard Rustin Community Breakfast – April 13th, 9 AM–12PM, register [HERE](#)





Planning Council Meeting
Thursday, March 14 2024
Non-Profit Center and Zoom
4:00 PM - 6 PM

Summary of Attendance

Members Present

Mitchell Barys
Stephen Batchelder
Henry Cabrera
Joey Carlesimo
Mose Choi
Stephen Corbett
Regina Grier
Amanda Hart
Darian Hendricks
Beth Gavin
Gerald James
Allison Kirchgasser
Liz Koelnych
Shara Lowe
Margaret Lombe
Carlton Martin
Christopher McNally
Ericka Olivera
Yvette Perron
Serena Rajabiun
Luis Rosa
Shirley Royster
Darren Sack
Mairead Skehan Gillis
Romini Smith
Michael Swaney
Daniel Amato
Jordan Lefebvre

Members Excused

Catherine Weerts
Kim Wilson
Bryan Thomas
Robert Giannasca
Melissa Hector
Nate Ross
Barry Callis
Damon Gaines
Justin Alves

Members Absent

Larry Day
Ehtan Ouimet
Manuel Pires

Staff

Vivian Dang
Claudia Cavanaugh
Clare Killian
Sarah Kuruvilla

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 2.8.24 Meeting Minutes

Motion to Approve: Stephen Corbett

Second: Gerry James

Result: The 2.8.24 meeting minutes were approved with 20 approved votes in person, one abstention.

Topic C: Agency Updates and Committee Reports

Agency representatives give updates from their agencies.

- Barry Callis, MDPH
 - o No updates
- Alison Kirchgasser, MassHealth
 - o No updates
- Yvette Perron, NH DHHS
 - o The New Hampshire Prevention and CARE Program's Integrated HIV Plan includes developing four new sub-workgroups under the HIV Planning Group. The workgroups are Diagnose, Prevent, Treat, and Respond. Recruitment for these workgroups have begun. There will be a social media campaign starting March 18th. Flyers went out to all NH CARE clients who approve to receive mail. As of March 15, there were 28 people have filled out the interest form.
- Tegan Evans, BPHC RWSD
 - o Sarah Kuruvilla will be transitioning from full-time to casual status in her role as Senior Program Manager of CQM at the end of the month. She will be moving on to a quality role at another HIV program in NYC.
 - o The CQM team is also happy to welcome Tzuria Falkenberg. Tzuria started this Monday, March 11th as their new Senior Program Coordinator of Quality Improvement. They also have an accepted offer for a Senior Program Coordinator of Performance Measurement role, aiming for a late April start date.
- Melissa Hector, City of Boston/Mayor's Office
 - o No updates

MNC (3/4/24)

Chair: Kim Wilson

- Reviewed member attendance
- All recruitment materials have been updated and can be found here:
<https://3.basecamp.com/4260210/buckets/13124190/vaults/5722194466>
- Reviewed reflectiveness and discussed 7 members that are scheduled to cycle off due to term limits this year
- Discussed current and upcoming recruitment efforts:
 - o Email campaigns including:
 - Attached to all AAM survey emails to Part A agencies
 - Beth Israel Deaconess Medical Center in Plymouth
 - Mass Transgender Political Coalition
 - Multicultural AIDS Coalition
 - o Wellness Clinic that is currently going on (3/14/24, 3-7 PM) that Kim and Bryan are recruiting at for us
 - o BPHC Spring Vaccine Clinic
 - o Bayard Rustin Community Breakfast (4/13/24, 9-12)
 - o Pride events upcoming in June (Will share dates when able to)

SPEC (3/7/24)

Chair: Henry Cabrera

- PCS updated us on the current response rate to the AAM. They will send out 2 more reminders and it is due March 28th.
- We voted on the final service standard edit: 3.7 Refusal of Services Policies and Procedures to add "Provider has policies and procedures in place for clients who have been or who refused a service along with appropriate documentation thereof", with 15 approvals and 1 opposition.
- We reviewed all of the service categories by playing a trivia game. PCS put us in breakout groups and then we answered trivia questions about different service categories.
- We did a final overview of the priority setting process and continued to answer any questions.

Consumer (3/14/24)

Chair: Darian Hendricks

- Dr. Julia Marcus, PhD, MPH, to speak on the relationship between artificial intelligence and PrEP Prescribing. Her presentation is titled, "**Machine Learning to Improve PrEP Prescribing: Challenges and Opportunities.**"
- Dr. Julia Marcus joins us from the Department of Population Medicine at Harvard Medical School and Harvard Pilgrim Health Care Institute. Join us for a presentation and dynamic conversation on this relevant and constantly expanding topic of research.

NRAC (2/15/24)

Chair: Amanda Hart

- We had Melanie present to NRAC the current spending patterns for Part A and for MAI.
- We gave an update from what the Needs Assessment Working Group discussed for the Needs Assessment and discussed why in-depth interviews are important and would be ideal for the next needs assessment.
- We also went over the Priority Setting Process.

Executive (2/22/24)

Chair: Darren Sack

- Went over committee attendances and evaluations
- Remind everyone to go to the second YW workshop on March 28th
- Gave an update on the Restructuring & Governing Docs working group, where members have looked into other EMAs procedural documents and get the takeaways from those EMAs in how we can restructure for the Boston EMA.

Topic D: Priority Setting Review & Activity

SPEC Chair, Henry, goes over what Priority Setting is, the process, and explains the Fiscal Year timelines. The previous FY23 just ended, FY24 is the current fiscal year where priorities that were set last Council year, went into effect March 1st. Today, council members are priority setting for FY25 which begins March 1st 2025.

Henry explains the two different ways to rank the service categories. There is an online version and a paper version, and resources are either printed or posted on Basecamp.

He continues to go over the Priority Setting Ground rules. Once all ballots are turned in, PCS will take the average of all members' votes and present the results for a final vote on April 11th.

Topic G: Announcements, Evaluations, Wrap Up

Upcoming Events (Be on the look out for the next newsletter!):

- City of Boston LGBTQ+ Summer Safety Plan – Tonight, 6-7:30 PM
- BU SPH The Future of PEPFAR – March 28th, 1-2:30 PM
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Shared by members:

- Wednesday, March 20th, 1:00pm at the State House - Rally to stop cuts to the PCA Program!
- April 9 and 10, Rich Conference with SOS Recovery Organization.

Meeting to Adjourn

Motion: Henry Cabrera

Second: Stephen Batchelder

Result: The meeting was adjourned at 5:32pm.
