Planning Council
June 25, 2026
Non-Profit Center and Zoom
4:00 – 6:00 PM

Summary of Attendance

Members Present
Rick Boyd
Henry Cabrera
Wayne Callahan
Barry Callis/Owen Trites
Joey Carlesimo
Stephen Corbett
Robert Giannasca
Regina Grier
Amanda Hart
Alison Kirchgasser
Daniel Amato
Liz Koelynch
Maria Petagna
Serena Rajabiun
Zeke Russell
Bryan Thomas
Gerry James
Kim Wilson
Sarah Dupont
Carla Norris
Shambi Mwandembo
Milaun Casimir

Members Excused
Fabian Ortiz Hernandez

Members Absent
Jennifer Nganga
Stephen Batchelder
Alyssa Collaro
Katherine O'Donfro
Beth Gavin
Shambi Mwandembo
Ericka Olivera
Meg Von Lossnitzer
Melissa Hector

Staff
Clare Killian
Julia Kirsch
Ewaldine Shakira Fedna
Taylor Parent
Melanie Taylor
Tzuria Falkenberg
Rachel Phillips
Roxy Dai
Catherine Fine

Guest
Michael Aksten

Topic A: Welcome and Introductions

Planning Council Chair, Henry Cabrera, welcomes everyone to the final meeting of the 2025-2026 term. He notes that this is the last meeting of the term and thanks members for their hard work throughout the year. He holds a moment of silence and reviews the Group Agreements, revised June 11th, 2026.

PCS reviews the agenda for the meeting and takes attendance as reflected above, visually or via the Zoom participant list to save time.

The agenda and objectives are as follows:

June 11, 2026 Minutes Review & Vote Henry Cabrera, PC Chair	Review and approve the meeting minutes from the Council meeting on June 11th.
Agency Updates Agency Representatives	Hear any updates from our agency representatives.
BPHC Response to AAM & FY26 Award Information Melanie Lopez, Director of Client Services & Rebecca Ritterman, Sr. Program Coordinator	Hear BPHC's response to SPEC's recommendations from this year's AAM and updates on implementation of the FY26 Award.
FY27 Resource Allocation Scenario Vote Robert Giannasca and Zeke Russell, ARC Leadership	Vote to approve the FY27 Resource Allocation Scenarios as presented and recommended by ARC.
Consumer Committee Year End Report Rick Boyd, Consumer Committee Chair & PCS	Listen to the Consumer Committee's Year End Report including reflections on the Anti-Stigma Campaign and the recruitment process.
Membership Year End Report & Nominations Preview Regina Grier & Liz Koelnych, Membership Reps & PCS	Hear about key takeaways from this year's Membership Representatives about the new process and high-level data on this year's member satisfaction, attendance, and retention. See a preview of the Nominations Decisions.
PC Chair-Elect Elections Henry Cabrera, PC Chair	Elect our 2026-2027 Chair-Elect!!!

Announcements, End-of-Year Survey & Adjourn Henry Cabrera, Chair	Share announcements and adjourn the meeting.

Topic B: Review Meeting Minutes

Henry asks if anyone has any additional edits to the minutes for June 11, 2026.

Motion to Approve: Rick Boyd
Second: Bryan Thomas
Result: 2 abstain, rest approve – motion passes

Topic C: Agency Updates & Committee Reports

AGENCY UPDATES

Barry Callis, MDPH: We have good news to share: the Planning Council and DPH have been working together on the integrated plan through the prevention planning committee. The integrated plan for the Boston EMA and for the state of Massachusetts will be submitted to HRSA and the CDC. This plan will be our five-year roadmap or blueprint for how we're going to help reduce new infections, help people stay in and get into care, advance prep, and do equity work. There was a mammoth amount of work that went into planning, creating, drafting, and revising this plan from all of our advisory groups and from the needs assessment committee on Council. Thank you to everyone who helped with this project. We hope to submit over the next day or two.

Maria Petagna, NH DHHS: No Updates

Alison Kirchgasser, Mass Health: No Updates

Melissa Hector, Mayoral Liaison: Not Present

Catherine Fine, BPHC *(Note: Catherine arrived to the meeting late, and these updates were given after the RWS presentation)*

- Thank you all for asking such important questions today. Everything you have raised is extremely important and all of these topics are on our radar.
- BPHC has just begun implementing Workday into our system, which is an infrastructure for consolidating our processes. There's a lot of work being done manually right now so hopefully it will help make our financial processes more efficient.
- I am transitioning out of my role as the PI for the grant, but Dr. Iyiola Faturiyele will be taking over in my place. He has an enormous amount of federal grant, clinical and global HIV experience. All of you will be in excellent hands, and I'm very excited for the position that the grant is in right now thanks to all of your leadership.
- I regret that I have not been able to make as many personal connections as I had hoped over the last 18 months or so.
- We have spent a lot of time working on stabilizing the EHE grant. There are a lot of great, exciting things happening and I'm excited to see all of your reactions to the new strategies around rapid start and our continued collaboration with RWPA in FY27.
- Thank you all for all the work that you do.

Topic D: BPHC Response to AAM & FY26 Award Information

Melanie Lopez, Director of Client Services, presents BPHC's response to SPEC's AAM (Assessment of the Administrative Mechanism) recommendations from FY25, followed by Rebecca Ritterman, Senior Program Coordinator and ARC Liaison, who presents an overview of the FY26 award and contract implementation timeline.

FY25 CAP Review
RWS reviews the FY25 Corrective Action Plan, walking through how each SPEC recommendation was addressed.

- Fiscal coordinators participated in monthly calls and held additional technical assistance sessions for areas of confusion.
- Rebecca created a six-part webinar training series to support subrecipient learning.
- RWS presented quarterly updates to SPEC in November, January, and May.
- Fiscal processing quality improvements included an HRSA-approved invoice policy, biweekly meetings with Finance, Grants, and Procurement staff, and SFM quality assurance checks.

AMM Response

RWS presents the proposed response to SPEC's recommendation to continue quarterly SPEC presentations. RWS commits to presenting quarterly, using a standard template to track fiscal processing timelines, and adding new data elements to track invoice delays, returns, and the reasons behind them. RWS walks through the new fields being added to the invoice tracking template, a shared tracker used with AP and Grants to resolve issues more quickly, and a sample invoice template. The new invoice template serves to help eliminate some of the administrative issues that have occurred in the past year. RWS also reviews RWS's response to SPEC's recommendation to provide capacity-building activity updates to the general council, noting that RWS will share updates on internal and external capacity-building efforts alongside its quarterly spending and utilization updates, including the number of TA sessions held, topics discussed, and webinar series analytics, either through Client Services updates or the SPEC Compliance Update.

Questions/Discussion

Do the agencies submit the excel sheets to RWS?

- No, it gets sent to IDB invoices.

How long has the invoice template been in production?

- We've had a standard template for 10 years, but this template that we're showing today is new for FY26.

Why do upside down pdfs get rejected?

- Not entirely sure, it is an issue within the submission system. I think it's probably part of our security system, but I cannot say definitively.

Implementation of FY26 Award

RWS ARC Liaison presents the FY26 award details. The full Part A and MAI award totals $15,273,486, a net increase of $89,648 over FY25, with Part A increasing by $100,207 to $14,275,908 and MAI decreasing by $10,559 to $997,578. RWS notes the increase is largely directed toward administrative funding. Looking at service dollars only, the total award is $13,228,454, a net increase of $77,644, with Part A increasing by $85,482 and MAI decreasing by $7,839, both distributed proportionally. RWS walks through the contract process timeline, noting that HRSA has provided the full award and RWS has allocated funding using the Planning Council's scenario. Remaining steps include:

- RWS Client Services finalizing budgets, budget narratives, and scopes for subrecipient revision
- RWS Fiscal setting up accounting and internal project budgets
- Sending contract packets to subrecipients
- Routing signed packets to BPHC senior leadership, and executing contracts and extending purchase orders.

Discussion / Comments

Wayne asks a question about the difference in our award amount, and how that is conducted across admin and service dollars.

- RWS notes that when we receive our award, we first need to adjust admin in order to ensure that cost of living increases get adjusted for. We did have a bigger portion go to drug service dollars, which is staff salaries. It also goes for housing, EFA, food services, in the actual distribution of goods, in addition to staff salaries.

Carla: I'm thinking how last year, there were some dollars left on the table that were unexpended. Right now, being in the fourth month of the fiscal year, is that why we're behind and not given a lot of time to spend budget or money on different line items?

- RWS: Are you asking if the delay in the full award is causing a delay in spending?
    - *Carla: Yes*
- RWS: That is definitely the case. It's interesting because in the last few years, the full award has actually been early. I've been here when they've given the award to us in August. Something that we do to adjust for this that Rebecca talked about earlier is that when we set up the partial award, we adjusted all budgets and Pos for sixth months. This is so that when we get the full award, they can continue billing, because most subrecipients are not going to spend 6 months of the award in 3 months, so it gives us a bit more wiggle room, so there's not a cease of operations.

Serena: Is there any money left over from FY25? Are we applying for carryover?

- RWS: Yes, we are going to be applying for carryover. It's going to be approximately the same amount as the FY25 carryover. We made the decision to not request carryover from MAI, as we have been discussing at length, because there's not a realistic place to put it in order for the money to be expended in the time frame that it needs to be spent.

Topic E: FY27 Resource Allocation Scenario Votes

The Chair reminds members of the 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 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.

FY27 Funding scenarios

The ARC chair presents the motion is to approve the package of FY27 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 2026-2027 Council term. Any adjustments made to these recommendations will go to the Planning Council for a vote. The package includes:

- FY27 Level Funding - Part A
- FY27 $500K Decrease - Part A
- FY27 $1M Decrease - Part A
- FY27 Level Funding - MAI
- FY27 100% MAI Cut

Part A Scenarios Summary

FY27 Rank	Service Category (Blue = Core Medical Service)	FY 2026 Base Funding	FY27 Level Funding Scenario	FY27 $500,000 Decrease Scenario	FY27 $1M Decrease Scenario	FY27 Level Funding Scenario if 100% MAI Cut
1	AIDS Drug Assistance Program	$227,980	$227,980	$227,980	$212,198	$222,526
2	Housing Services	$1,482,645	$1,482,645	$1,422,736	$1,380,010	$1,328,563
3	Food Bank/Home-Delivered Meals	$1,028,400	$1,063,400	$1,020,431	$989,787	$1,037,960
4	Emergency Financial Assistance	$131,874	$131,874	$126,545	$122,745	$103,719
5	Oral Health Care	$1,427,799	$1,532,996	$1,532,996	$1,426,876	$1,496,322
6	Medical Case Management	$4,481,676	$4,341,676	$4,166,242	$4,041,127	$4,341,676
7	Non-Medical Case Management	$1,077,739	$1,147,739	$1,101,362	$1,068,288	$1,291,351
10	Medical Transportation	$209,230	$174,033	$167,001	$161,986	$169,870
12	Psychosocial Support	$1,063,943	$1,028,943	$987,367	$957,715	$1,028,943
13	Medical Nutrition Therapy	$893,600	$893,600	$857,492	$831,741	$872,222
15	Health Education/Risk Reduction	$0	$0	$0	$0	$0
18	Other Professional Services	$0	$0	$0	$0	$137,813
20	Linguistics	$0	$0	$0	$0	$0
	MCM/NMCM Training	$254,077	$254,077	$243,811	$236,489	$247,999
	Direct Part A Service Total	$12,278,963	$12,278,963	$11,853,963	$11,428,963	$12,278,963

Wayne asks if he could see the five-year trends of spending and utilization from Psychosocial Support.

- PCS says that they can share that resource with him.

Serena: Is psychosocial support struggling because of the low salaries?

- Yes, the dollars go straight towards staff lines, and it is hard to retain staff under the current salary line. RWPC will embark on a project next year to help advocate for this situation.

Multiple members ask clarifying questions about the 100% MAI Cut Scenario.

- PCS and RWS re-explain that if the MAI program was cut, we would try to retain these agencies into our Part A budget. This is why it was a priority to save OPS in this scenario.

MAI Level Funding Scenario Summary

ARC Chair explains that the 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 FY27 Level Funding Scenario, ARC decided to:

- Decrease Medical Case Management from 199,174 to $174,174
- Hold Non-Medical Case Management Harmless at $348,090
- Decrease Psychosocial Support from $186,769 to $161,769
- Increase Other professional services from $137,813 to $187,813

FY26 Rank	Minority AIDS Initiative Service Category	FY26 Base Funding	FY27 MAI Level Funding
1	Medical Case Management	$199,174	$174,174

2	**Non-Medical Case Management**	$348,090	$348,090
3	**Emergency Financial Assistance**	$0	$0
4	**Psychosocial Support**	$186,769	$161,769
5	**OPS Legal**	$137,813	$187,813
6	**Linguistics Services**	$0	$0
Direct MAI Service Total		$871,846	$871,846

Vote – FY27 Funding Scenarios
Motion to approve the package of FY27 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 2026-2027 Council term. Any adjustments made to these recommendations will go to the Planning Council for a vote.
Motion to Approve: Rick Boyd
Second: Bryan Thomas
Result: 100% Approved

Vote – Recommendation #2: Additional Guidance to BPHC

Motion to approve the ARC recommendation for additional guidance to BPHC. ARC recommends that the Council allows 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, which are given up to 50% leeway as established in the FY27 Funding Scenario recommendations. If BPHC needs additional flexibility, they will notify the Executive Committee as soon as possible.

Motion to Approve: Rick Boyd
Second: Bryan Thomas
Result: 100% approved

Topic F: Membership Year End Report & Nominations Preview

The Membership Representatives present the Membership Year End Report. They explain that last year, following a careful evaluation of tasks and responsibilities across committees, the Council removed the separate Membership and Nominations Committee and embedded its responsibilities into the Executive Committee and the Consumer Committee, creating a liaison position to handle outreach, recruitment, nomination, training, satisfaction, and retention of Council members.

This change is documented in the Bylaws, Article 7, Section 7.1.

The Membership Representative(s) will serve as a liaison between PCS, the Executive Committee, and the Consumer Committee for all tasks related to the outreach, recruitment, and nomination, as well as training, satisfaction, and retention of members on the Planning Council. They will also Chair the

Nominations Group. This position may be appointed by the Chair or elected by the Council, up to the discretion of the Chair. No more than two (2) Council members shall serve in this position.

They explain that the Membership Representative(s) will:

- Attend Executive Meetings every month
- Announce updates regarding attendance, retention, votes, recruitment, nominations group, etc.
- Chair the Nominations Group Mid-Year and End of Year meetings (meetings may be consolidated or additional meetings may be added as needed)
- Meet with the PCS Staff membership liaison every month before Exec to discuss membership updates and issues to bring to Exec as needed
- Connect with and support members regularly

Attendance

The Membership Representatives review this year's attendance work. At each Executive Committee meeting, member attendance was reviewed and individual circumstances and participation were considered to make recommendations for warning letters or removal as needed. Across all Council members, the average was 2 unexcused absences, 1 excused absence, 0.1 makeup sessions, and 3 total absences. Five members resigned during the year due to inability to meet attendance requirements or schedule changes, two members joined mid-year, and two additional members were removed. ARC members had the best attendance of any committee, averaging only 2 absences across all meetings.

The Membership Representatives identify three areas for improvement:

- Committee Chairs reaching out directly to members with attendance concerns, which was piloted this spring with a positive response
- PCS Staff sharing meeting recordings immediately after each meeting so absent members are reminded of the makeup policy
- Revising the excused versus unexcused absences SOP to encourage more communication and reduce consequences for excused absences, with an updated SOP expected by the new term.

Member satisfaction

The Membership Representatives also review member satisfaction. Anonymous meeting evaluation responses and Mid-Year Survey responses were presented at every Executive Committee meeting, and End-of-Year Survey responses will be reviewed at the next meeting on June 29. The average number of evaluation responses by committee was 5 for SPEC, 5 for NAC, and 8 for ARC. The Mid-Year Survey received 26 responses, representing 76% of the Council, and the End-of-Year Survey received 20 responses as of the prior day at noon, representing 59% of the Council. The Membership Representatives encourage members to complete the End-of-Year Survey as soon as possible.

They share the following key themes from member feedback:

- Often feels like there is too much information or too many tasks packed into each meeting; not as much time for discussion
- Disliking the repetitive nature of the meetings
- More engagement between members during meetings, including wanting each other to present and additional transparency between Exec and the rest of the Council
- Appreciation for PCS's support and recognition of our work
- Appreciation of the in-person and virtual options, especially committees being fully virtual, it felt easier to participate than hybrid

What is a makeup session?

- Members who miss a meeting can watch a recording of the meeting they missed. They can then email PCS to get rid of the absence on their record.

Nominations Updates
PCS Staff presents the Nomination updates:

- 36 New Member Applications (+10 more incomplete)
- 18 Incumbent Applications
- 10 Members Cycling Off for Term Limits (8 Incumbent; 2 Eligible to Return)
- 2 Mid-Term Members

PCS shares that before considering any new OR incumbent/eligible to return members, the Council is at 2 mandated seat vacancies and 18.5% unaligned consumers. 17 of the 36 new applicants are Unaligned Consumers; 8 have a complete application and have either completed or will complete their interview. The 2 eligible to return members fill the mandated seat vacancies. If all incumbents, the 2 eligible to return, and 8 new unaligned consumers are nominated, the Council can also take up to 6 new non-consumers to be at exactly 33.3%.

Reflections and recommendations for FY26
The Membership Representatives close with reflections and recommendations for the coming year

- Involve membership representative along with the chairs whenever a member needs assistance, has a question, has a conflict or concern, etc. to ensure they are ahead of information and can stay on top of member needs
- Having co-chairs for membership representatives was helpful, but going forward, it will be nice to have the outgoing chair transition into the membership representative role for increased visibility and trust
- Continue to have Committee Chairs reach out to members with attendance concerns early on and often; include Membership Representative on emails
- Have PCS improve lead time on tasks where possible
- Add in membership summaries to each Council meeting as part of Committee Reports
- Gauge people's comfortability discussing intersectionality in HIV care from the beginning of the year

Topic G: Consumer Committee Year-End Report

PCS transitions to Rick Boyd, Consumer Committee Chair, and Fabian Ortiz Hernandez, Consumer Committee Vice-Chair, to present the Consumer Committee Year-End Report for the 2025-2026 term.

Rick Boyd reviews the Consumer Committee charge from the bylaws:

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.

He explains that the Consumer Committee:

- Fosters and develops consumer leadership
- Ensures that at least one Consumer Committee member is on each Planning Council committee, including the Executive Committee
- Develops ideas for an annual mentorship program and plans mentorship-related activities
- Develops ideas for recruitment of new members to the Planning Council; collaborates with PCS staff to develop recruitment materials, update and disseminate new member and incumbent

applications; identifies and participates in outreach events, advertising them to the full Planning Council
- Collaborates with PCS staff to develop a work plan that may consist of educational sessions, the development of anti-stigma materials, and other activities that the committee sees fit, including mentorship and recruitment activities
- Ensures that diverse consumer input and participation are included in all Planning Council and committee activities

Rick then reviews and thanks the people who attended consumer and the committee's accomplishments from the 2025-2026 term:
- Translated and printed our SYKL brochures, distributed them to agencies and at outreach events
- Attended amazing outreach events across the EMA – WAD, Native American Lifelines Round-dance, Know Better Live Better, etc.
- Maintained our Instagram and Website – posted 39 times this year so far!
- Hosted our first EHE Summit in February! 100+ attendees, 15+ speakers, 11 posters!
- Ordered new merchandise to improve outreach experience
- Targeted agency and social media recruitment
- New member referral system
- 2 Member Mixers – October & June
- Hosted 6 Presentations for Educational Sessions!
- Created the accessibility guide to presenting at Planning Council (Last year's rec!)

Rick reports that when he asked the full Council for recommendations for the Consumer Committee next year. Members shared the following:
- Host an educational session about PLWH in the prison system
- Encourage more in-person participation
- Host an educational session on HIV research
- Translate materials in additional languages and creating more disability friendly materials for the ASC
- Invite RWPC Applicants to attend Consumer Committee Meetings as guests
- Host a "HIV Jeopardy" game during Consumer

When asked for recommendations for the Planning Council next year. Members shared the following during consumer:
- Encourage RWS and CQM to share more data around older adults living with HIV

Topic H: PC Chair-Elect Elections

PCS and the Chair introduce the 2026-2027 Chair-Elect Elections. Candidate statements were distributed to Council members prior to this meeting.

The nominee for 2026-2027 Chair-Elect is Rick Boyd.
Motion to Approve: Kim Wilson
Second: Bryan Thomas
Result: 100% approve

PCS thanks the outgoing 2025-2026 leadership:
- Henry Cabrera, Outgoing Chair (2026-2027 Membership Representative)
- Kim Wilson, Outgoing Chair-Elect (2026-2027 Chair)

Topic I: Announcements, Evaluation & Adjourn

The Chair reads the following announcements:

- End of Year Gathering TONIGHT! Carpool, let PCS know if you need help, etc.
- Nominations Meeting – July 7, 4 – 7 PM, Zoom!
- PLEASE complete the End of Year Survey if you haven't yet!!!
- Congrats to our new Chair-Elect!

Meeting to Adjourn
Motion: Bryan Thomas
Second: Joey Carlesimo