



Planning Council Meeting
Thursday, September 18, 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

Daniel Amato
Stephen Batchelder
Richard Boyd
Barry Callis
Henry Cabrera
Wayne Callahan
Joey Carlesimo
Alyssa Collaro
Stephen Corbett
Katherine D'Onfro
Damon Gaines
Beth Gavin
Regina Grier
Melissa Hector
Amanda Hart
Fabian Ortiz Hernandez
Gerald (Gerry) James
Allison Kirchgasser
Liz Koelnich
Felicia McDevitt
Shambi Mwandembo
Ericka Olivera
Serena Rajabiun
Ezekiel Russell
Milaun Casimir
James Suarez
Bryan Thomas
Jeffrey Walach
Kim Wilson
Jennifer Nganga

Members Excused

Meg Von Lossnitzer
Robert Giannasca

Members Absent

Christopher McNally
Yvette Perron
Curtis Santos

Staff

Clare Killian
Julia Kirsch
Shakira Fedna
Melanie Lopez
Tzuria Falkenberg
Roxy Dai
Taylor Parent
Rebecca Ritterman
Alba Cruz-Davis
Catherine Fine
Iyiola Fatuiyele

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:

Attendance & Introduce New PCS Team Member!!	Learn who is in attendance and formally introduce the newest PCS staff member, Shakira.
How to Vote on Council & June 26, 2025, Minutes Review & Vote	Learn how to vote on Planning Council and vote to approve the June 26, 2025, Meeting Minutes.
Introduce Agency Representatives	Meet your agency representatives.
How to Stay Engaged as a Member on Council	Learn about Member Engagement through the Membership Representatives, Basecamp, Office Hours, SurveyMonkey Evaluations and more!
Robert's Rules Review & Activity	Understand Robert's Rules and their use on the Planning Council.
Planning Council Bylaws Revisions Vote	Vote on the package of Bylaws revisions from last term.
The Year Ahead: The PC Timeline for 2025-2026	Understand the Planning Council timeline.
RWS Presentation: Spending & Utilization Update	Hear from Ryan White Services about Part A spending and utilization so far for this fiscal year.

The new PCS staff member introduces herself to Planning Council and shares a few facts about herself.

Topic B: June 26th Meeting Minutes Review & Vote

The Chair explains how to vote in Council. We are about to take our first vote – on the June 2024 meeting minutes. You have 2 options to vote - if you are in the room, you will raise your hands to verify if you vote in favor, if you oppose, or if you abstain. Those on Zoom will have a poll with those options.

All votes count equally and Zoom + show of hands votes will be added together for a total. In the event that there are more serious votes, we will do paper ballots for those in the room to remain anonymous, but for meeting minutes we do show of hands.

The Chair makes a motion to approve the June 26th, 2025 minutes.

Motion to Approve: Rick Boyd

Second: Bryan Thomas

Result: 19 approvals, 3 abstain. The motion passes – the meeting minutes are approved.

Topic C: Agency Updates

The Chairs introduce the agency representatives. Our agency representatives provide us with knowledge and information on the agencies that they work with. These are all additional funding streams as a part of the HIV care landscape in the Boston EMA. Each agency rep introduces themselves to Council and gives their update.

Alison Kirchgasser Federal Policy Director for MassHealth	There was a large budget reconciliation passed over the summer called the Big Beautiful Bill Act. This bill did include some changes to Medicaid, most of which don't go into effect until November of 2026 or later, but I will be sure to keep folks updated on any changes that would impact our consumers, as those dates get a little bit closer.
Barry Callis MDPH	Building on our past collaborations with development of service plans, specifically for the CDC, or HRSA Health Resources and Services Administration, we are excited to partner once more with the Ryan White Services team and the Ryan White Planning Council to create and submit a joint HIV prevention and care plan for the years 2027 through 2031. DPH is keeping a close eye on the federal budget as well, and will provide specific details as they become available. And the Office of HIV and AIDS will have their HRSA Part D comprehensive site visit in late May of 2026.
Yvette Perron NH DHHS	Yvette is not present, but Henry briefly explains that she is our New Hampshire Department of Health and Human Services representative.
Melissa Hector Mayoral Liaison Director of Equitable and Strategic Initiatives in the Executive Office at the Boston Public Health Commission.	Melissa introduces herself and updates that • We are in the process of rolling out our COVID-19 and flu vaccine clinics, which will begin starting next week, Thursday, September 25th and will go to December. • We know that there's, like, a lot of confusion around some of the COVID eligibility, and that information can be found on our webpage. We'll also be sharing more educational information through our infectious disease team, who's doing a lot of, education and outreach work.

Melanie Lopez BPHC RW Part A	In this role, I oversee both Client Services and CQM. We're going to be presenting to you all on how the grant is running throughout the year. I also have a unique opportunity now with our newly hired Director of HIV STI Services to provide, information on EEG funding as well, and how BPHG leverages those two funding streams in collaboration with the other funding streams on the screen. And so you'll hear more about that from me and my counterparts throughout the year, but I'm almost always here at meetings.
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Topic D: How to Stay Engaged as a Member on Council

PCS presents four ways for members to stay engaged in Council:

- Meet your Membership Representatives
- Connecting with PCS
- Basecamp
- Meeting Evaluations & Mid or End of Year Surveys

PCS introduces Liz and Regina, this year's membership representatives. Liz and Regina, who are both at the meeting in person, wave their hands and briefly introduce themselves to the rest of Council.

The Membership Representatives 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, which is a group of mid-term, non-Executive members who are eligible to participate in the annual new member Nominations process.

PCS reads out their contact information for Council members to write down, including their team and individual emails, work cellphones, and standing office hours. PCS emphasizes that they will probably not be able to answer their phones outside of work hours, unless there is a prescheduled time.

PCS introduces Basecamp to Council, as a place for:

- Meeting documents – minutes, slides, agenda, etcetera!
- Important documents
- Historical information
- Zoom links
- Office hours sign up

PCS then explains how to access the different folders on basecamp.

Clare shares that SurveyMonkey will be used for meeting evaluations:

- You will complete a meeting evaluation after every Council and Committee meeting.
- QR code at the end of the meeting
- Link sent in the chat for those on Zoom
- Emailed out the day after meetings
- Posted on Basecamp in that meeting folder
- If you would like help to fill out your evaluation, just let PCS know so they can make arrangements.
- These are anonymous unless you add your name.
- Exec reviews all meeting evaluations monthly.

PCS opens up the floor for any questions.

A member emphasizes that it is a competition to see which committee completes the most evaluations every month.

- PCS adds that we will provide a prize to the committee that completes the most evaluations at the end of the year!

Topic E: Review of Robert's Rules/ Parliamentary Procedure

PCS defines Parliamentary Procedure and Robert's Rules of Order.

- Parliamentary Procedure refers to the procedures for debate and general conduct of business of the Planning Council during meetings and other operations.
- In all matters not specifically described in our governing documents, the Council follows Robert's Rules of Order.
- Robert's Rules of Order is a comprehensive manual of parliamentary procedure that provides a structured way to propose, amend, approve, or deny motions in a meeting.

PCS then walks through the laminated parliamentary procedure cheat sheet that is available on Basecamp.

- If you want to propose new business (a new topic), you would say "I move that..." and a second would be needed. This motion is debatable and it needs a majority of votes to pass. Example: If (member) wants to propose that PCS never orders kale again as a food for Council meetings, you would say "I move that PCS never orders kale as food for Council meetings", this would require a second and Bryan would probably second it, and then there would be time for debate. This would then be voted upon as we usually do.
- If you want to delay a topic, you could say "I move that we postpone this discussion until, for example, the next meeting". A second is needed and it is debatable and it needs a majority of votes to pass.
- If there is a long discussion and a vote needs to take place immediately, a member can "move the previous question to vote now". This would need a second, is NOT debatable, and would need 2/3s vote.

PCS introduces an activity to demonstrate knowledge of the parliamentary procedures. Members introduce themselves to their table mates, read out their scenarios, and decide together how they would address the situation. After they have decided, they share their scenarios out to the rest of the Council, and PCS confirms whether or not they made the right call.

One member passionately clarifies that you have to read the motion exactly as written. They also say that if you don't like a motion, you can say "I don't like that motion" and that counts as "unrest," which then prompts the other side to share their perspective.

Topic F: Planning Council Bylaws Revisions Vote

PCS and the Chair remind everyone of the vote that took place in Council on June 26, 2025 regarding the redistribution of the Membership and Nomination Committee's tasks to Consumer and Executive Committee. This change prompted PCS to update our Bylaws to accurately reflect this decision.

A member asks if there will be two member mixers this year.

- PCS clarifies that there will be at least one, which is what the bylaws state.

The Bylaws outline Planning Council operations, including:

1. Mission and duties of the Council
 - Membership composition and requirements
 - Member recruitment and nominations
 - Member attendance
 - Conflict of Interest
 - Voting
 - Planning Council Officers (Chair and Chair-Elect)
 - Committee charges and leadership descriptions

And any updates to the Bylaws must be approved by 2/3rds of the Planning Council.

Other governing documents include:

- Memorandum of Understanding between BPHC Ryan White Services and Planning Council
- Planning Council Grievance Procedure
- Consumer Reimbursement Policy
- Group Agreements

PCS also notes that the Planning Council is also in the process of updating our Standard Operating Procedures that coincide with processes outlined in the Bylaws. These will be made available to the Council as they are approved by the Executive Committee!

Vote on Bylaws Revisions

Members reviewed Bylaws revisions in Orientation and PCS sent them out to all members for review. A motion will be requested to VOTE on the package of edits as a result of the membership and nomination task redistribution from 2024-2025 year plus any additional edits discussed by Executive Committee .

A 2/3rds approval vote of the Council is required to make these edits.

Motion: Byran Thomas

Second: Kim Wilson

Vote: 25 approvals online and in-person. The motion passes!

Topic G: Planning Council 2025-2026 Timeline

The Chair and PCS walk through the timeline for the Council Year.

Every meeting, PC will:

- Review and vote on the previous meeting minutes
- Facilitate agency updates and committee reports

Here is the summary of the timeline for the 25-26 Council Year:

September

- Welcome to the 2025-2026 Term
- Meeting expectations and member engagement review
- RWS S&U Update

October

- CQM Intro & E2Boston Overview
- Part A services demographics report – ADAP, MCM, MNT, & Oral Health

- Introduction to Service Standards

November

- Part A Services Demographics Report – Housing & EFA

December

- Funding Streams Expo – IN PERSON MANDATORY MEETING

January

- Mid-Year Check-In & Survey
- Part A services Demographics Report – Food Bank, NMCM, Medical Transportation
- RWS S&U Update

February

- Vote on Council Directives (FY26 SS & FY27 FP)
- CQM End of FY25 Presentation
- Learn about Priority Setting Activity

FY26 BEGINS MARCH 1ST

March

- Priority Setting Activity

April

- Part A demographics report – psychosocial support, other professional services (legal)
- RWS S&U Update
- Vote on Sweeps
- Vote on Priority Setting

May

- Funding streams summary
- Discussion and vote on AAM results and SPEC recommendations
- RWS FY25 Year End S&U report

June (1)

- FY27 Resource Allocation Report
- SPEC, ARC, and NAC year end reports
- Planning Council Chair Elect Nomination

June (2)

- Vote on FY27 Resource Allocation Recommendations
- BPHC's Response to the AAM
- Planning council Chair Elect Election
- Consumer & Membership Year End Reports

A member asks who presents the service standards in February.

- PCS responds that SPEC presents the service standards.

Topic H: FY25 Year to Date Client Utilization & Spending Report

Melanie introduces herself again and begins her Utilization and Spending Presentation. She starts off by introducing the agenda for her presentation today:

- Data refresher
 - The 5 W's of our data
- Q1 and Q2 Data Review
- Questions

Where does their data come from?

- Part A clients receive services at a funded organization in the EMA.

- Staff at the agency enter client health outcomes and service utilization into E2Boston.
 - Then, RWS runs reports to review that data.
- Melanie says that, “E2Boston is the cloud base database the EMA uses to collect data and I wanted to highlight specifically what me and my staff are going to pull and present for you all.” They track:
 - Number of clients served
 - Demographics
 - Unit cost
- Number of units provided
- Care continuum data
 - At the beginning of each FY, we require agencies to provide estimates on how many number of clients they aim to serve, how much of the service in units they aim to deliver, and an estimate of demographics of their client populations. Now this typically happens once a year, but it is technically a live document, so if they receive increased funding through carryover or sweeps we may ask them to revise, another example is where we will describe in the coming slides, is where agencies under or over projected we may ask them to update that to reflect more accurately.
 - Care continuum data
 - Projected number of clients served
 - Projected number of units completed
 - Estimated demographics of population
- Similarly to the scopes of services, RWS has base allocation from Council, and they know the actual spending through service invoicing.

Melanie then presents the 5W's of their data.

- Who: funded staff enter data
- What: demographics, health outcomes, services
- Where: client profile in E2Boston
- When: Once a month
 - There can be fluctuations when they receive the data.
- Why: review utilization of services in the EMA and understanding of the EMA's care continuum.

There are a few definitions that are helpful to know when reviewing this data.

- Service: one of the 11 funded activities in the EMA
- Utilization: how much a service is used across all agencies funded for that service
- Units: value for how many times a service has been performed, either by time or delivery of that activity

How do we get utilization?

- The agencies provide services and then how much that service conducted = units, and if we pull across all service categories, we get the utilization

Key notes

- Quarter 2 ended August 31st
- Expect 30-50% clients served and spent
- Core service is noted with a star
- In order of priority setting order. Noted on each slide!
- ADAP (Priority 1) is not provided because the service begins at the end of the year.
- Remember HERR and LING was removed
- Any notes on service delivery will be provided on the slide

Question: For ADAP – when does it begin?

- Melanie: ADAP runs on the state cycle, instead of our regular cycle. By the time the other funding services are done, it is around January/February. We won't have data on their utilization until then.

RWS then discusses our funded service categories and how the spending and utilization is going for them.

- **Medical Case Management: Priority 2**
 - **Part A**
 - 53% Units Completed
 - 1919 Clients Served
 - 32% Funds Spent
 - **MAI**
 - 94% Units completed
 - 75 Clients Served
 - 28% Funds Spent
 - Expected lower spending due to new agency funded with both funding streams. Otherwise, it is stable.
- **Housing: Priority 3**
 - Part A
 - 17% units completed
 - 146 Clients Served
 - 28% Funds Spent
 - 1 additional agency funded for this service grant cycle
 - Limited availability
- **Non-Medical Case Management: Priority 4**
 - **Part A**
 - 45% Units Completed
 - 583 Clients Served
 - 37% Funds Spent
 - **MAI**
 - 48% Units Completed
 - 154 clients served
 - 30% funds spent
 - Service is stable.
- **Oral Health Care: Priority 5**
 - **Part A:**
 - 51% Units Completed
 - 1539 Clients Served
 - 38% Funds Spent
 - Funding stream constraints
 - Received carryover funds
- **Food Bank/Home Delivered meals: Priority 4**
 - Part A
 - 32% Units Completed
 - 512 Clients served
 - 33% funds spent

- More agencies are funded for this service this grant cycle
- Due to the cost of food, many agencies have reviewed the limitation policy in order to equitably proportion food
- Received carryover funds
- **Emergency Financial Assistance: Priority 7**
 - Part A:
 - 5% units completed
 - 42 clients served
 - 15% funds spent

Can you give an example of inappropriate spending last year?

- It's not that it was inappropriate, it was mostly, what goes against the PCN. So, let's say if they had too frequent per client, and you could call into question the equity of ESA, of that service, or let's say, there were certain conditions not met for the emergency portion
- Housing got a higher allocation this year, so we are asking agencies to use Housing funds instead of using EFA. EFA is used to supplement other services that people need other support in, but it was typically being used for Housing in the past. We want to ensure that they are adhering to their limitation policies.
- Service underwent major compliance review for the RFP

- **Medical Transportation: Priority 10**

- Part A:
 - 14% units completed
 - 266 clients served
 - 24% funds spent
- Service is stable.

- **Psychosocial Support Services: Priority 11**

- Part A
 - 45% units completed
 - 319 clients served
 - 29% Funds Spent
- MAI
 - 6% Units completed
 - 89 Clients Served
 - 24% Funds Spent
- More agencies funded for this service in grant cycle
- CQM representative Tzuria is conducting a QI project to address Stigma in PSS groups. We will be reporting on the progress of this project in Council.

- **Medical Nutrition Therapy: Priority 12, Core service**

- Part A:
 - 197% Units Completed
 - 350 Clients Served
 - 34% Funds Spent
- Due to priority setting and allocation shifts, agency has been more conservative with service this FY
- Received carryover funds.

- **Other Professional Services – Legal: Priority 18**

- MAI
 - 98% Units Completed
 - 23 clients served
 - 32% funds spent
- Only 1 agency funded in the EMA
- Wide range of cases observed

Melanie ends the presentation by encouraging members to contact her at ryanwhiteservices@bphc.org. Next month during Planning Council, RWS will be presenting:

- CQM Introduction
- Service Standards Overview
- Service Demographics

Question: Is there anything you can tell me now about calculating units within certain categories, or different services within that category?

- Each service, as part of the EMA, has several sub-services within them.
- Each subservice can have units attached to them that are delivered to a client.
- We have two different types, whether it's time or unit-based service delivery type units

Question: Why is it a common theme to be conservative with spending?

- When I am saying the funding stream or service category is, spending conservatively, I mean that they are essentially coordinating the service in a restrained way to not overspend without knowing next steps on the funding environment.

Melanie shares that next month is mostly RWS presentations. It's going to be long, so she apologizes in advance. If there are any requests on data presentations, please contact the RWS team directly so they can incorporate your requests into my presentation.

Clare reiterates that those slides will be put on Basecamp for everyone to review.

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

Please fill out ALL forms if you have not done so yet and send them to pcs@bphc.org. They are located on Basecamp, or you may request copies from PCS:

Upcoming Meeting Dates:

Consumer Committee	Thurs., September 25	4 – 6 PM	Nonprofit Center - Hybrid
Executive Committee	Mon., September 29	4 – 6 PM	Zoom
Services, Priorities, and Evaluations Committee (SPEC)	Thurs., October 2	4 – 6 PM	Zoom
Planning Council	Thurs., October 9	4 – 6 PM	Nonprofit Center - Hybrid
Allocation of Resources Committee (ARC)	Tues., October 14	3 – 5 PM	Zoom

Needs Assessment Committee (NAC)	Thurs., October 16	4 – 6 PM	Zoom
Consumer Committee	Thurs., October 23	4 – 6 PM	Nonprofit Center - Hybrid
Executive Committee	Mon., October 27	4 – 6 PM	Zoom

Motion to Adjourn

Motion: Jeffrey Walach

Second: Bryan Thomas

The meeting was adjourned at 5:48 pm.