



2023 - 2024

Planning Council Meeting

Thursday, January 11th, 2024

4:00 pm - 6:00 pm

Non Profit Center

89 South St., Boston, MA 02111

ZOOM LINK:

<https://us02web.zoom.us/j/9178940335?pwd=bk94emJRZmZnSy9ONUJvZmhTMEMOQT09>

.....

Welcome and Moment of Silence

4:00 pm

Darren Sack, PC Chair

Attendance & Icebreaker

4:05 pm

PCS

December 14th, 2023 Minutes Review & Vote

4:20 pm

Darren Sack, PC Chair

Agency Updates & Committee Reports

4:25 pm

Agency Representatives & Committee Chairs

Q3 Client Utilization and Spending Update

4:40 pm

Melanie Lopez, RWSD

Mid Year Check In and Survey

5:10 pm

PCS

Knowledge Check Quiz

5:30 pm

PCS

Announcements, Evaluations, Adjourn!

5:50 pm

Darren Sack, PC Chair



January 11th, 2024

Planning Council

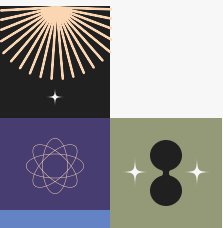
Chair: Darren Sack | Vice Chair: Margaret Lombe





Moment of Silence

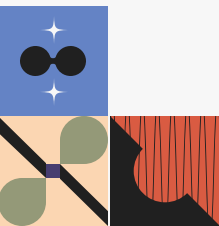
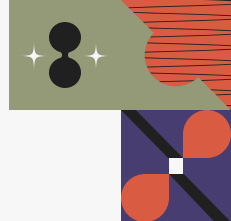
At this time, let's take a moment of silence in remembrance of those who came before us, those who are present, and those who will come after us.



Attendance & Icebreaker

When we call your name, state “here” or
“present” for the record!

If you were to join a circus, what act would
you be?



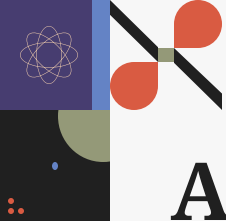


Today's Agenda

Welcome and Moment of Silence	4:00 pm
Darren Sack, PC Chair	
Attendance & Icebreaker	4:05 pm
PCS	
December 14th, 2023 Minutes Review & Vote	4:20 pm
Darren Sack, PC Chair	
Agency Updates & Committee Reports	4:25 pm
Agency Representatives & Committee Chairs	
Q3 Client Utilization and Spending Update	4:40 pm
Melanie Lopez, RWSD	
Mid Year Check In and Survey	5:10 pm
PCS	
Knowledge Check Quiz	5:30 pm
PCS	
Announcements, Evaluations, Adjourn!	5:50 pm
Darren Sack, PC Chair	

Meeting Minutes Review & Vote

1. Are there any edits to the meeting minutes from December 14th, 2023?
2. First and second motion to approve minutes as written or with any edits.
3. Raise of hands and Zoom poll to approve December 14th meeting minutes.



Agency Updates

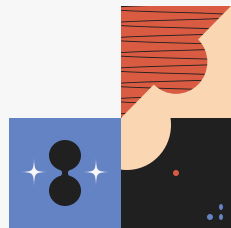
Barry Callis, MDPH

Alison Kirchgasser, MassHealth

Yvette Perron, NH DHHS

Tegan Evans, BPHC RWSD

Melissa Hector, City of Boston/Mayor's Office



Committee Reports

Henry Cabrera, SPEC

Kim Wilson, MNC

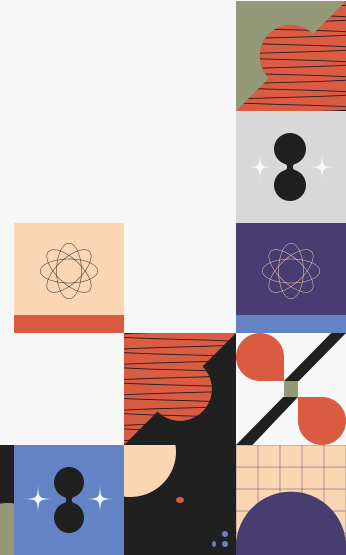
Amanda Hart, NRAC

Darian Hendricks, Consumer

Darren Sack, Exec

You already
know and
love someone
living with HIV

www.someoneyouknowandlove.com





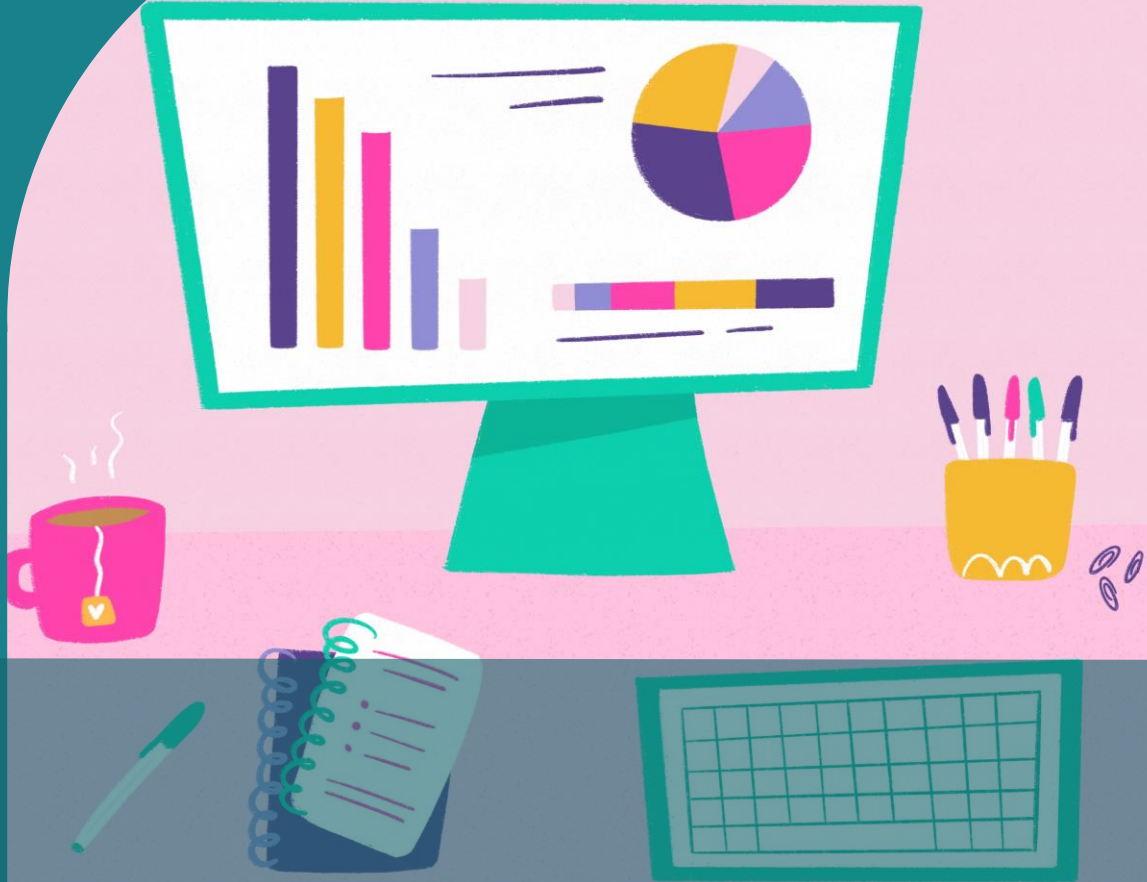
Q3 EMA

update

03/01 - 11/30

MELANIE LOPEZ

SENIOR PROGRAM MANAGER-
RWS D





Agenda

Reminders

Service Update

- Q1 + Q2 vs Q3 Trends

Summary

Questions

Reminders & Definitions

Utilization

The usage of a service

Service

One of the 13 activities funded

Unit

S How many times a service has been performed

- Time Based: 30 minutes = .5 Units
- Unit Based : 1 for 1

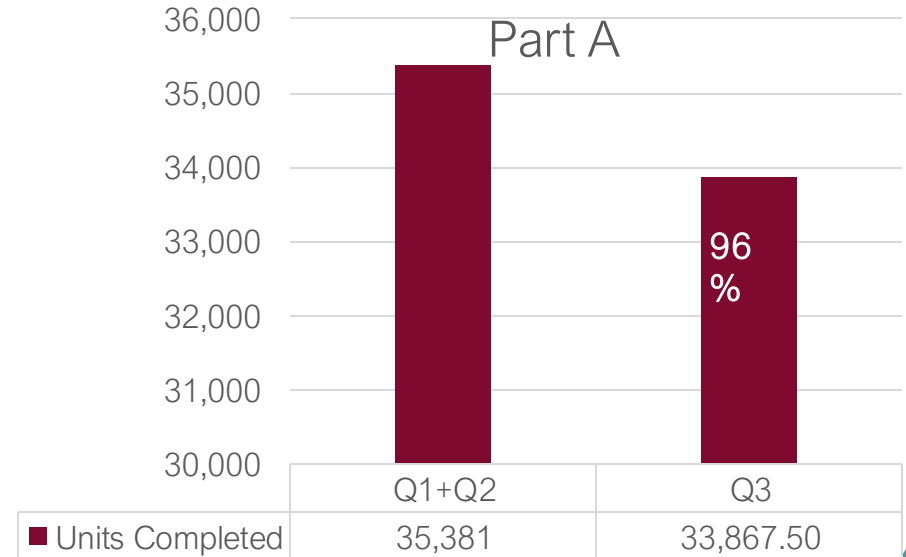
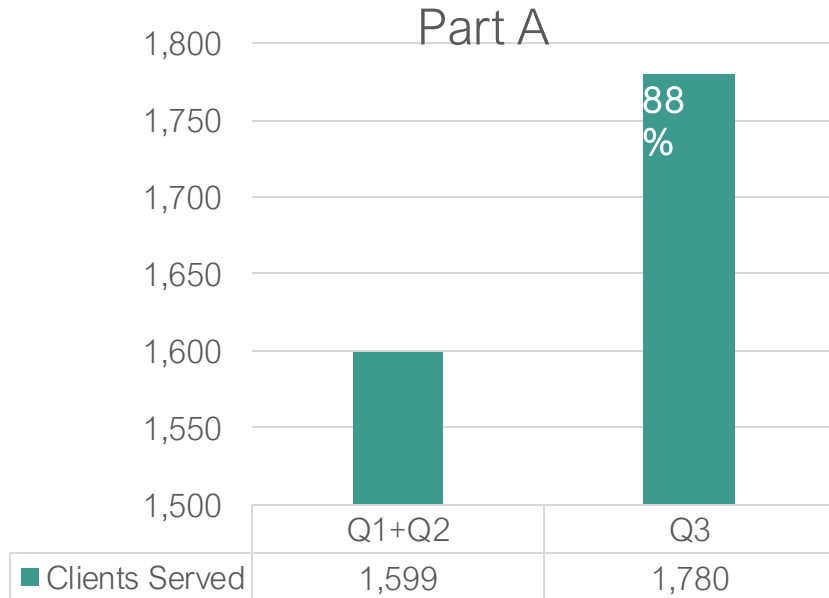
We pull:

- Current Data → e2boston
- Projected Data → Scopes of Services
- Fiscal → Budgets & Accounting Sheets

Timeline:

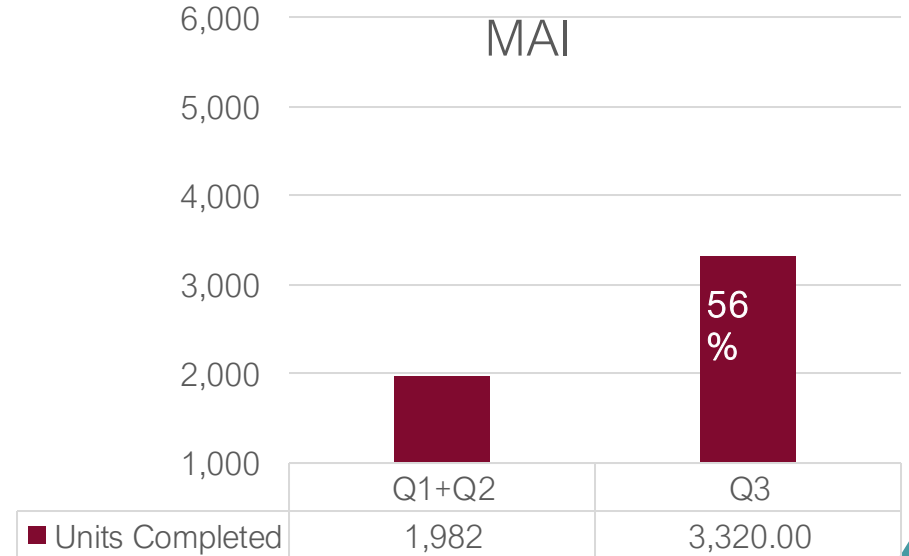
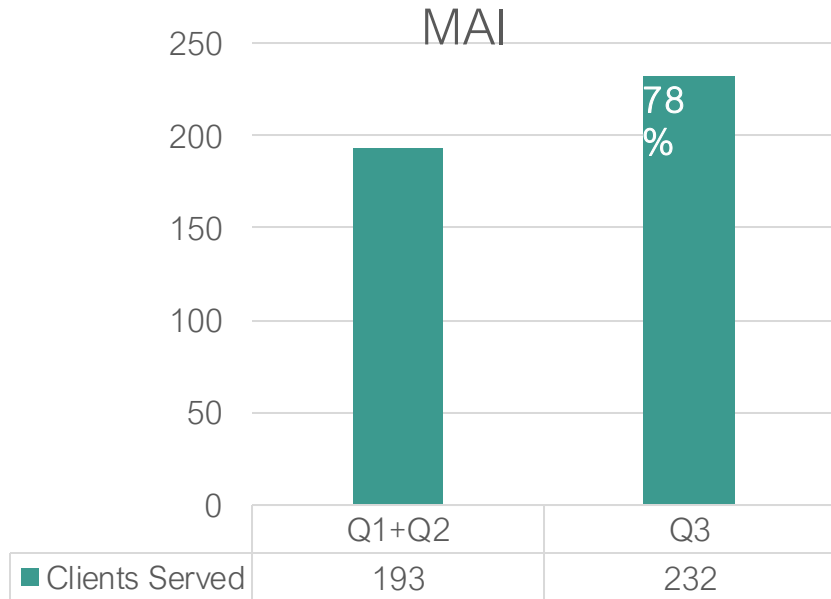
- Data is submitted monthly.
- Invoices are due 30 days after the month (December invoices due January 31st)
- Last Update we did not have spending available.
- We expect 60-75% spen by the end of Q3.

Medical Case Management



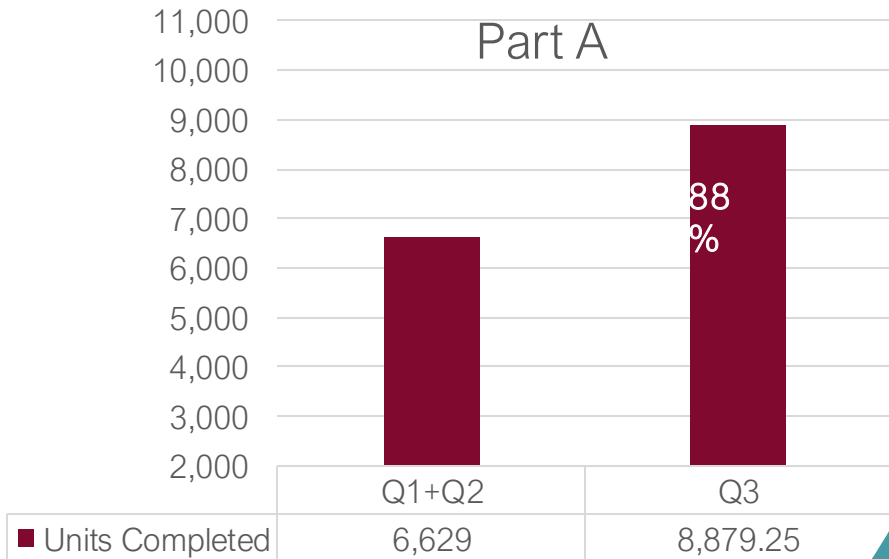
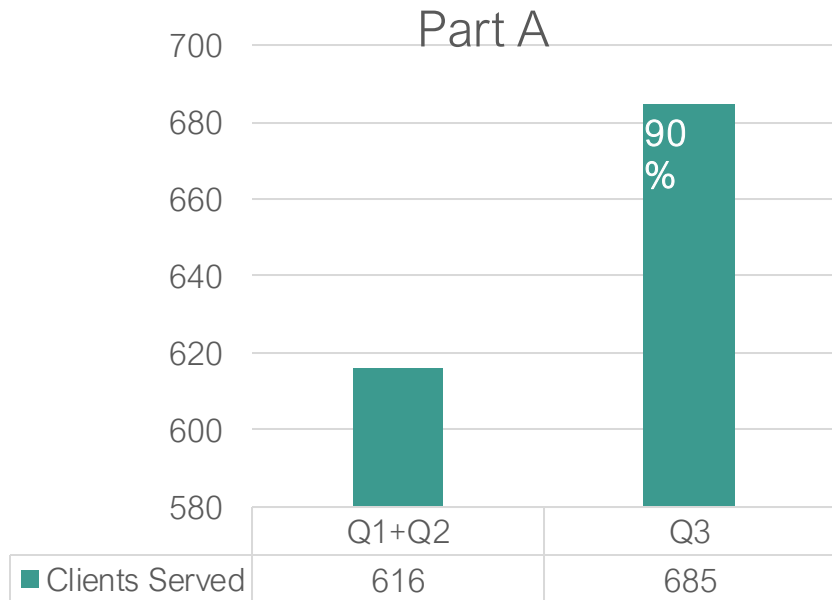
Allocation: 61% Spent

Medical Case Management



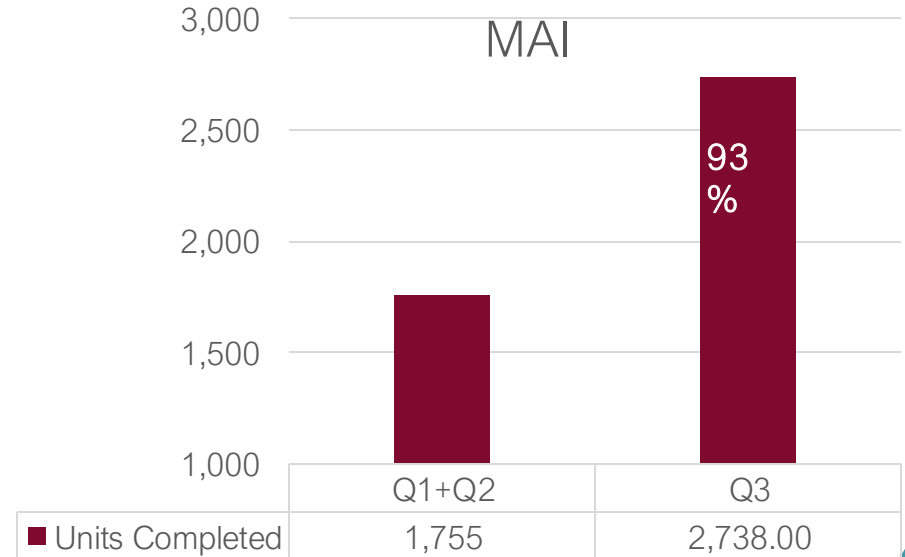
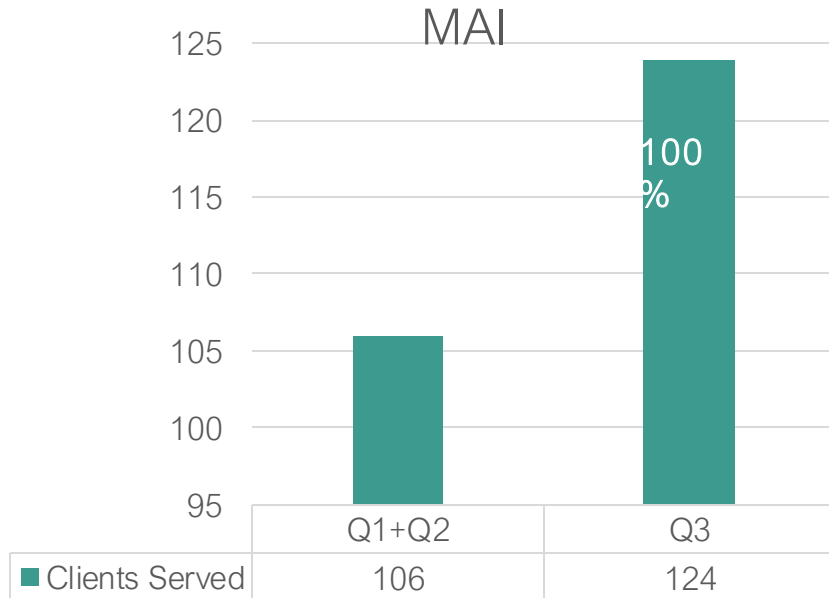
Allocation: 69% Spent

Non-Medical Case Management



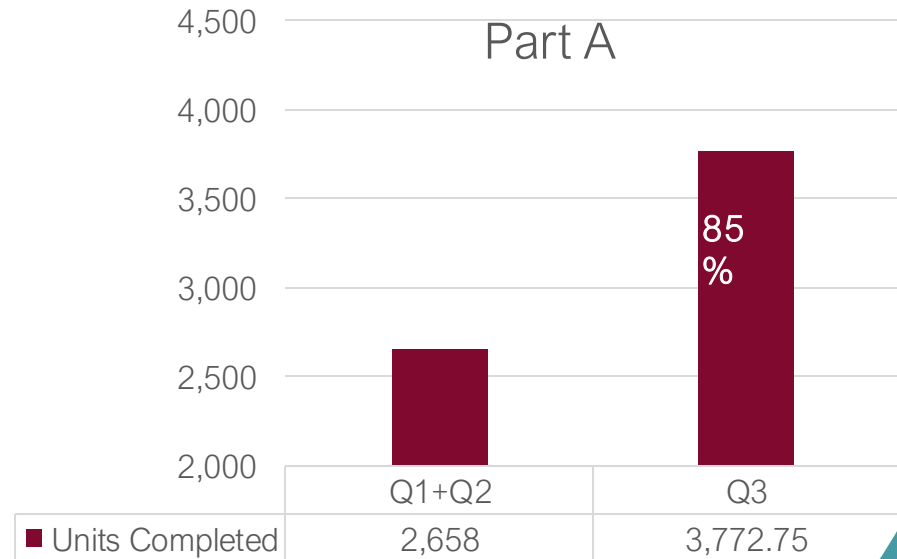
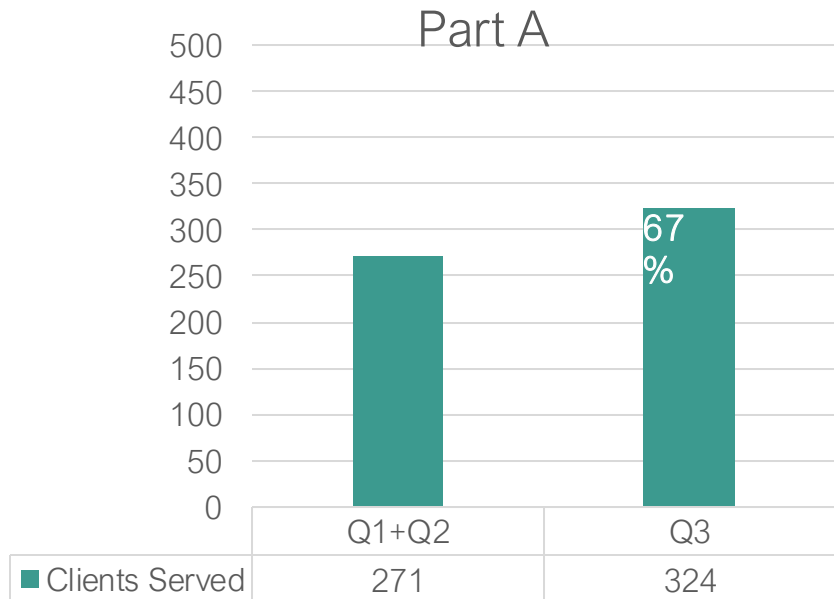
Allocation: 64% Spent

Non-Medical Case Management



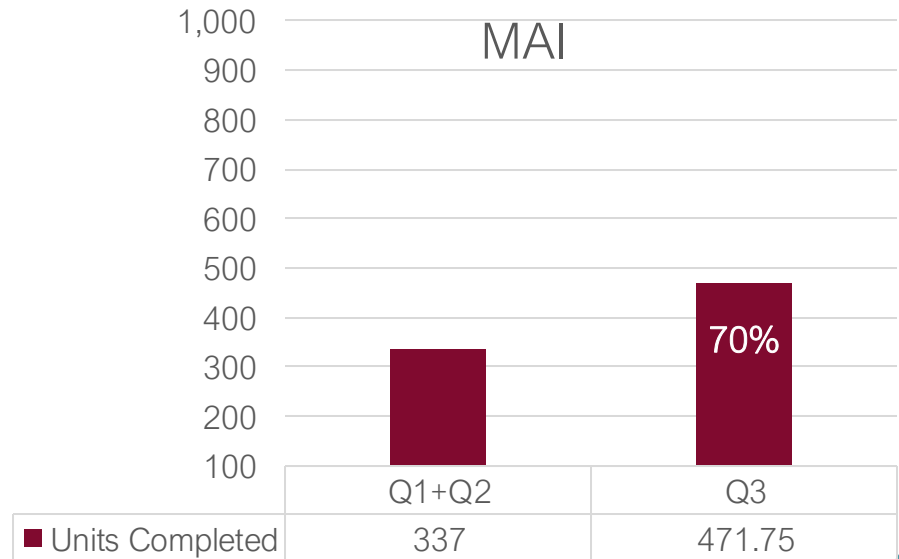
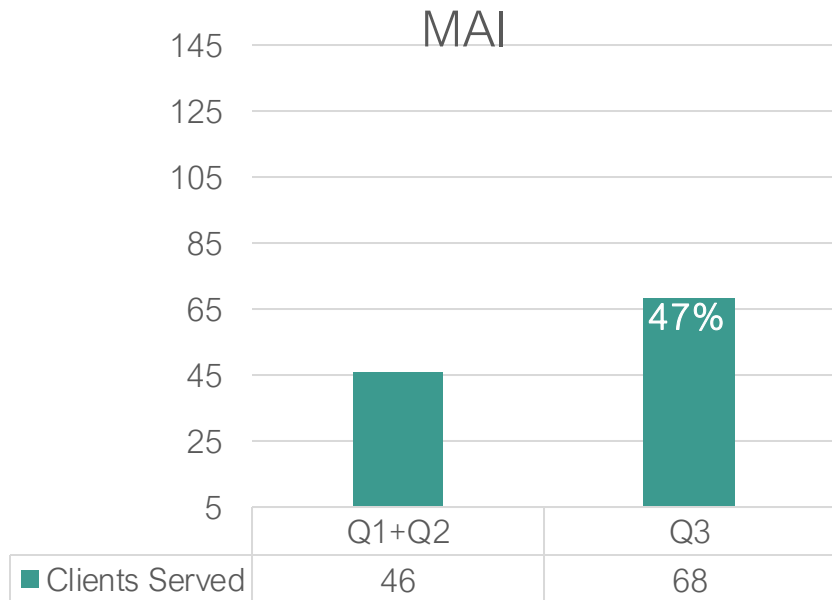
Allocation: 73% Spent

Psychosocial Support Services



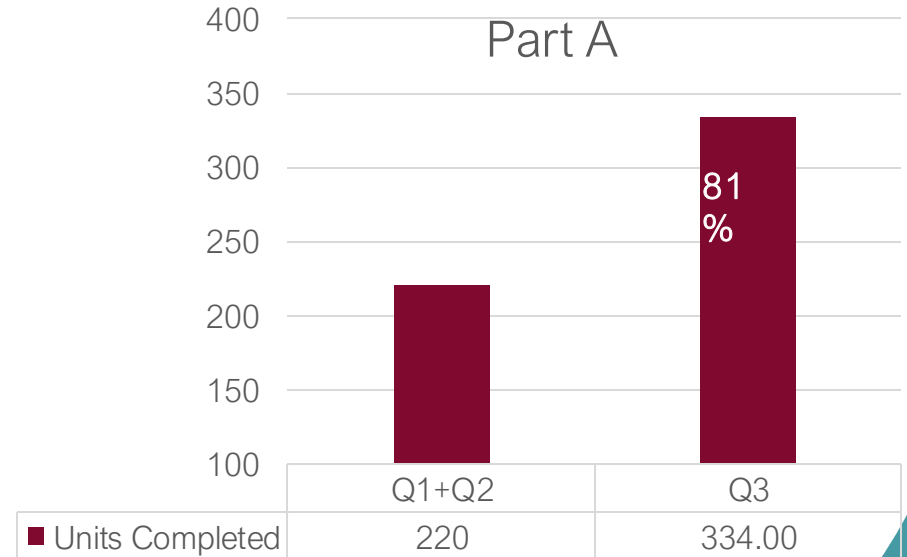
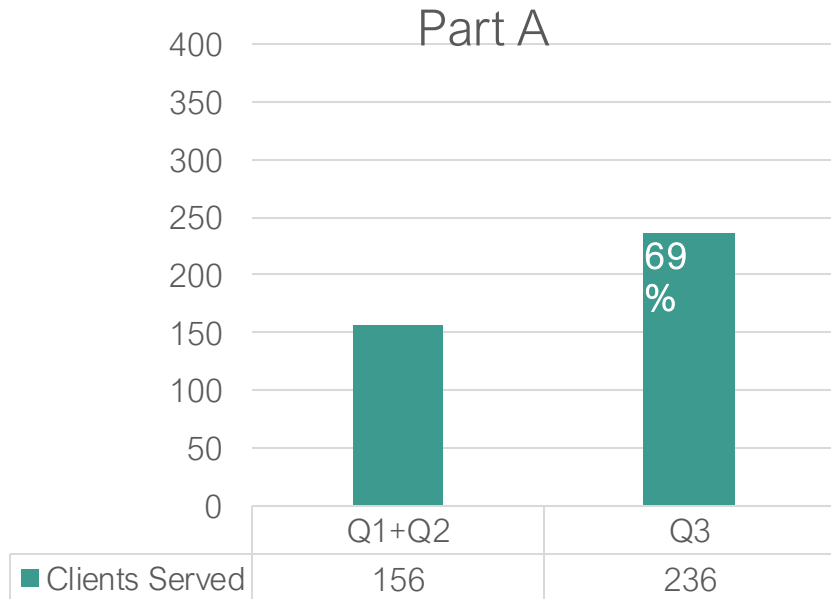
Allocation: 61% Spent

Psychosocial Support Services



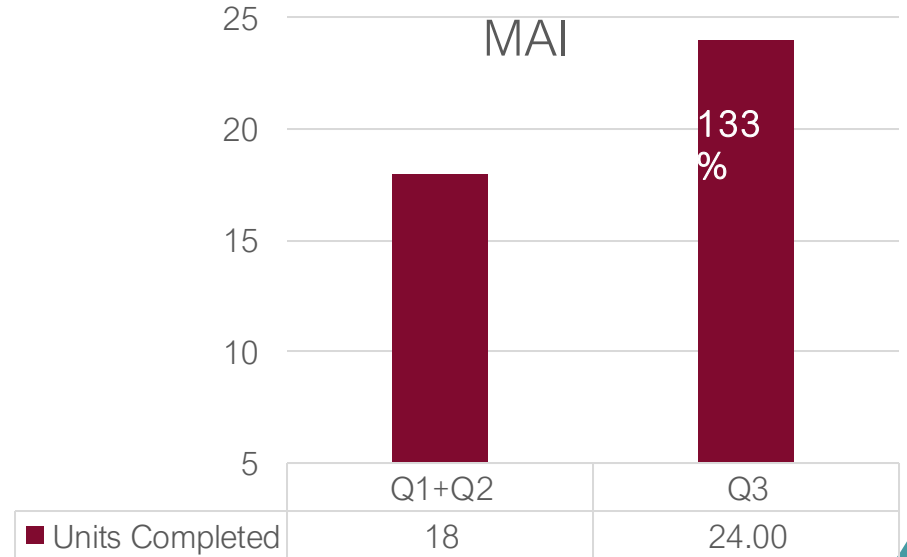
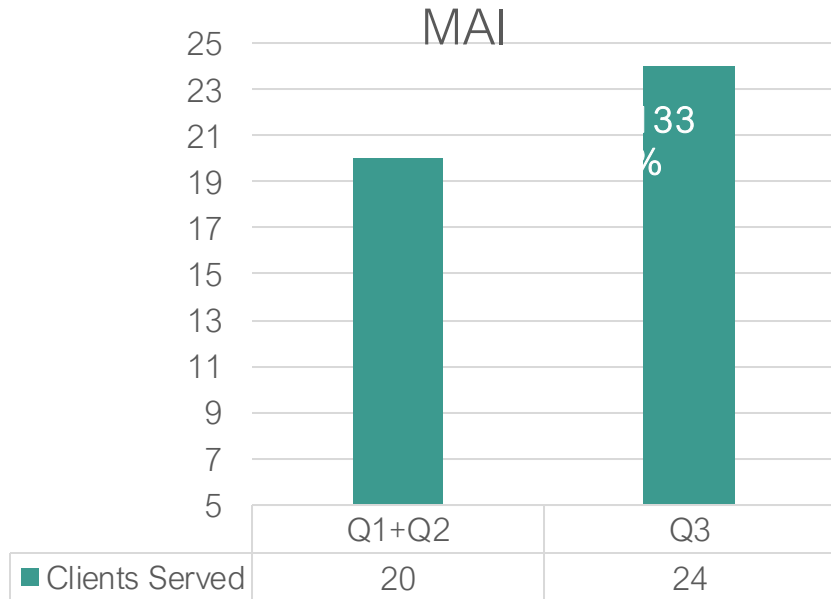
Allocation: 55% Spent

Emergency Financial Assistance



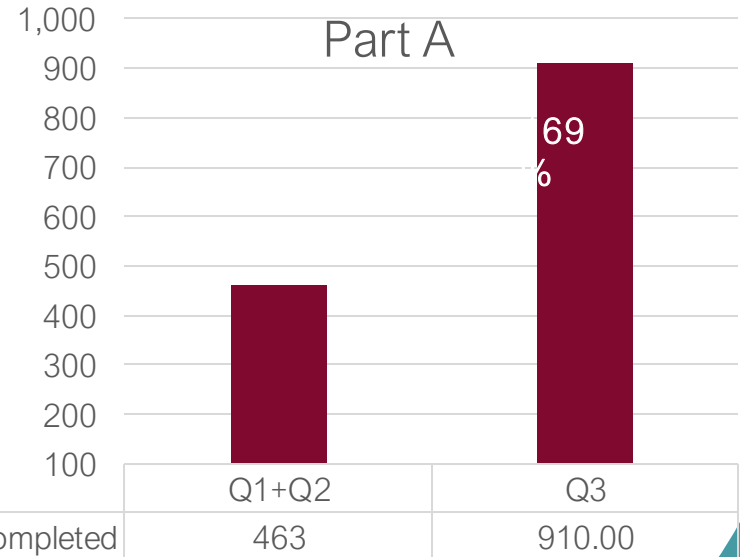
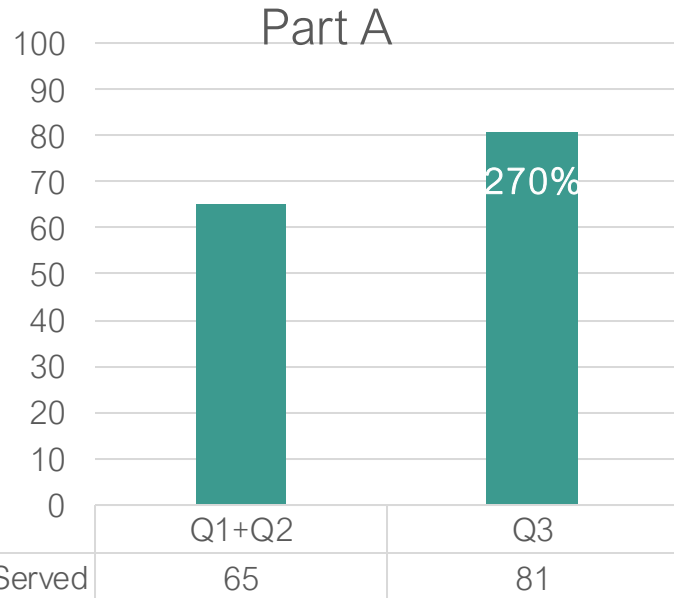
Allocation: 75% Spent

Emergency Financial Assistance



Allocation: 52% Spent

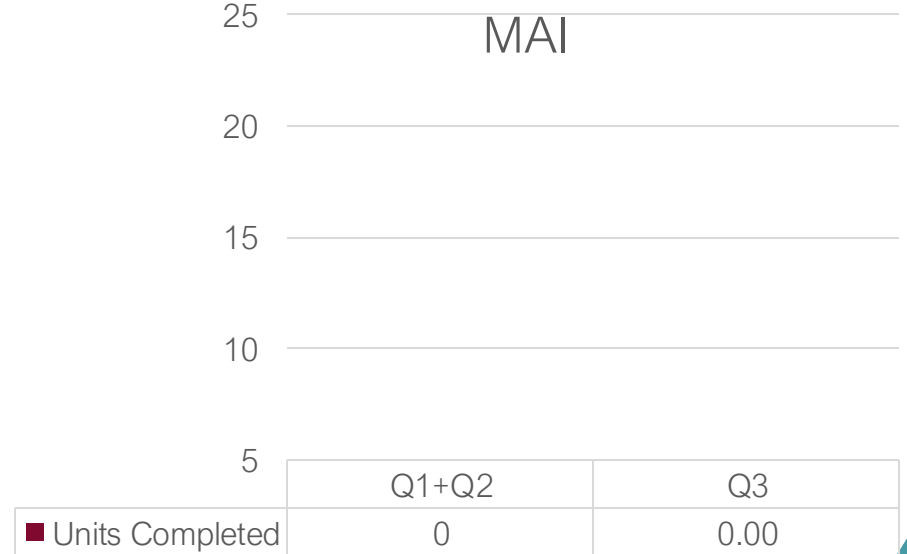
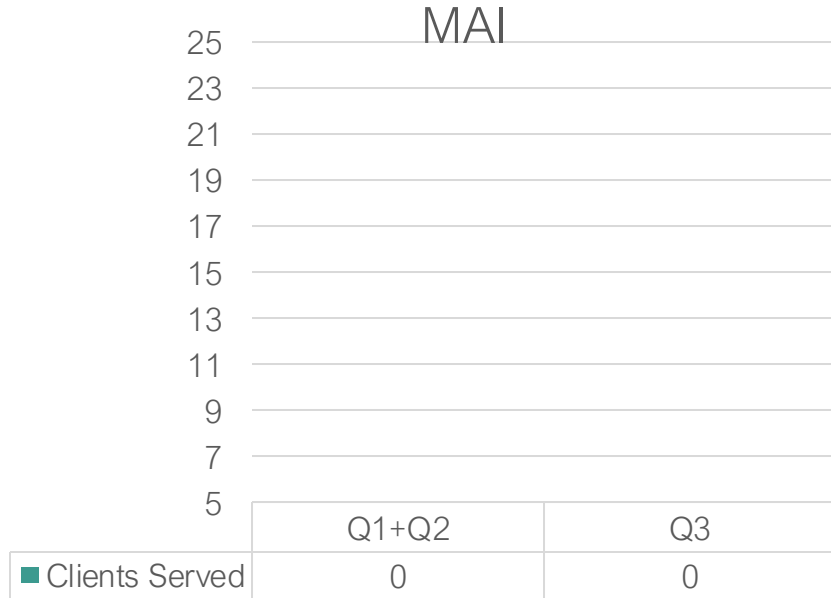
Other Professional Services -Legal



Allocation: 73% Spent

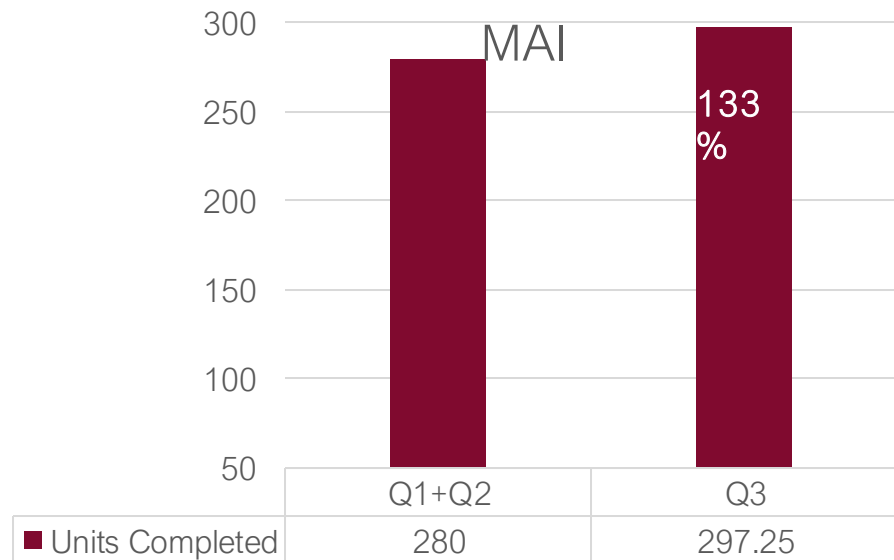
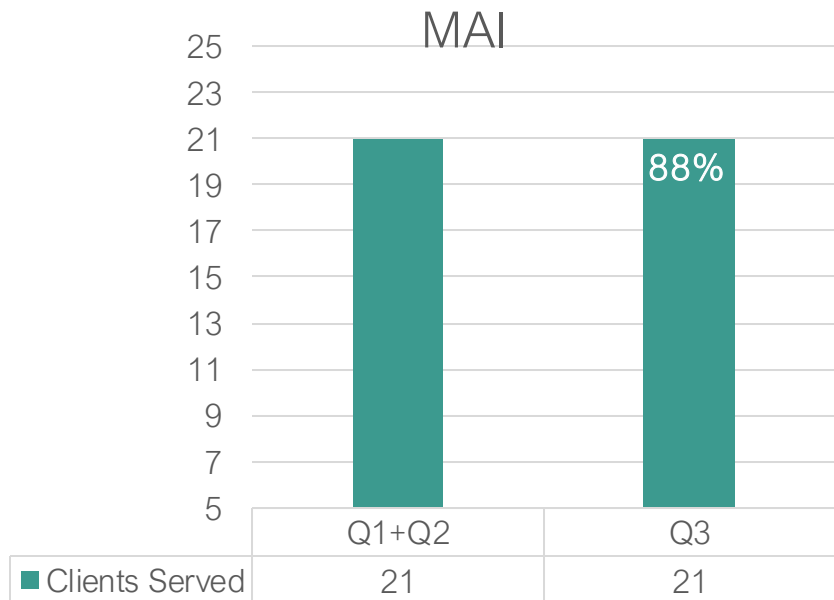


Other Professional Services -Legal



Allocation: 67% Spent

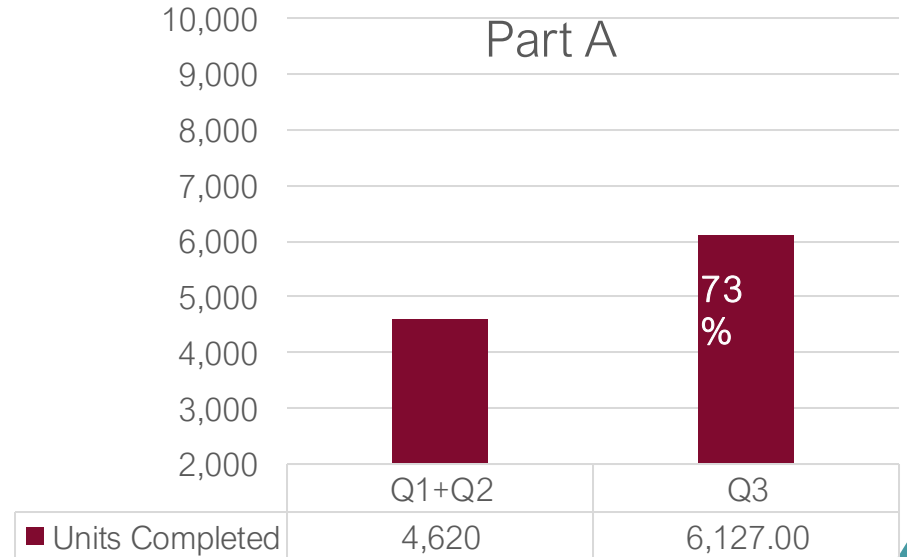
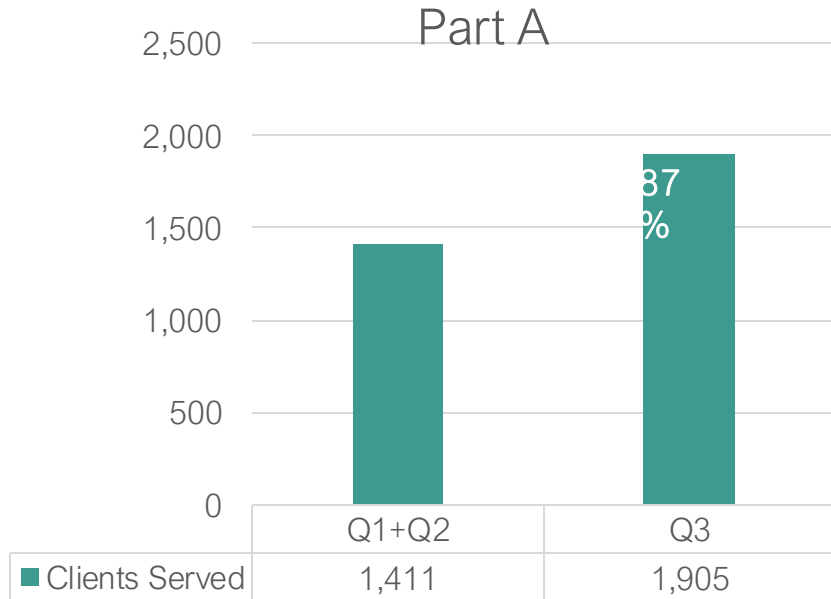
Linguistics



Allocation: 86% Spent

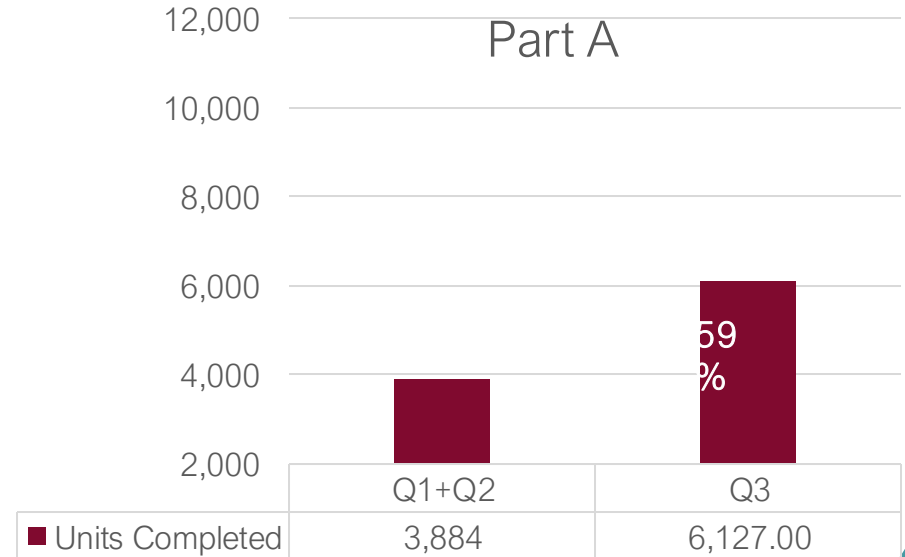
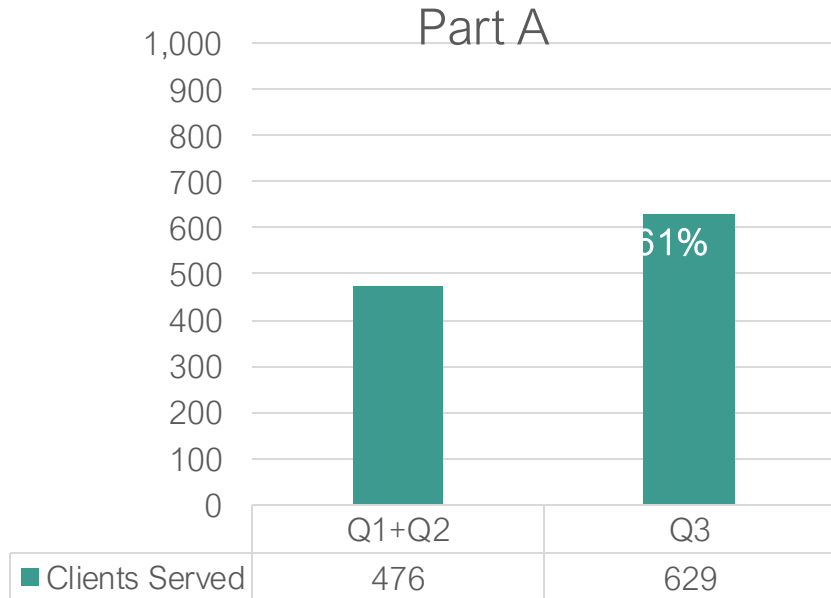


Oral Health



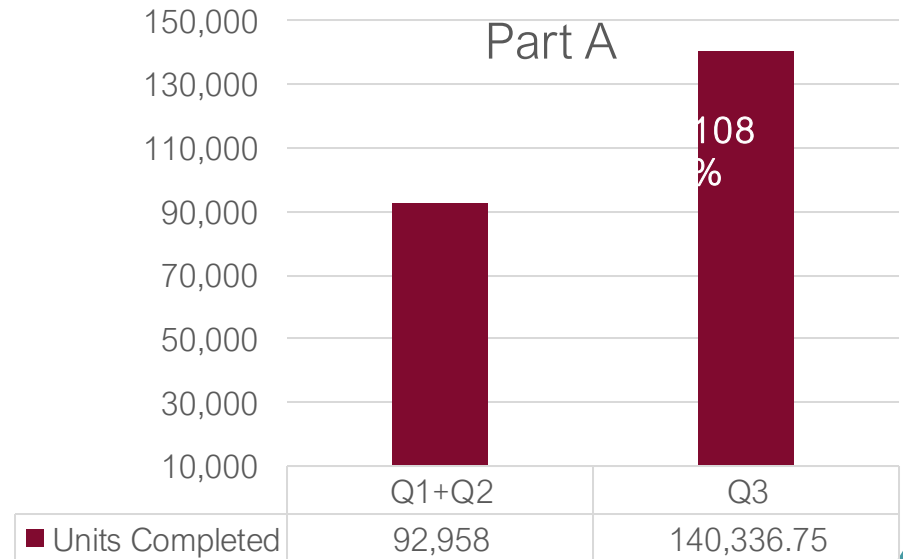
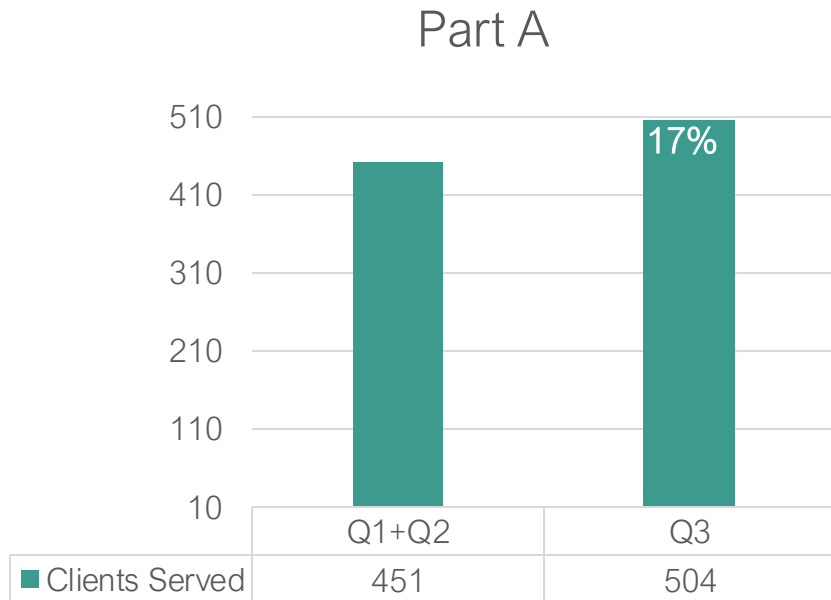
Allocation: 69% Spent

Medical Transportation



Allocation: 51% Spent

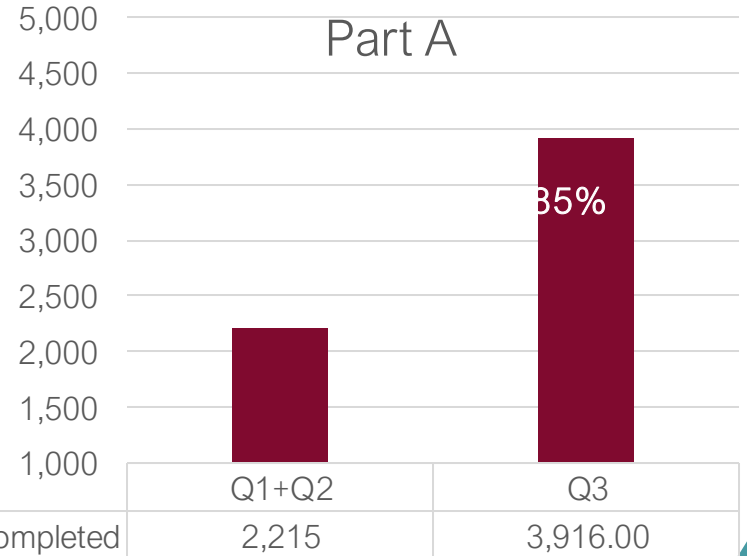
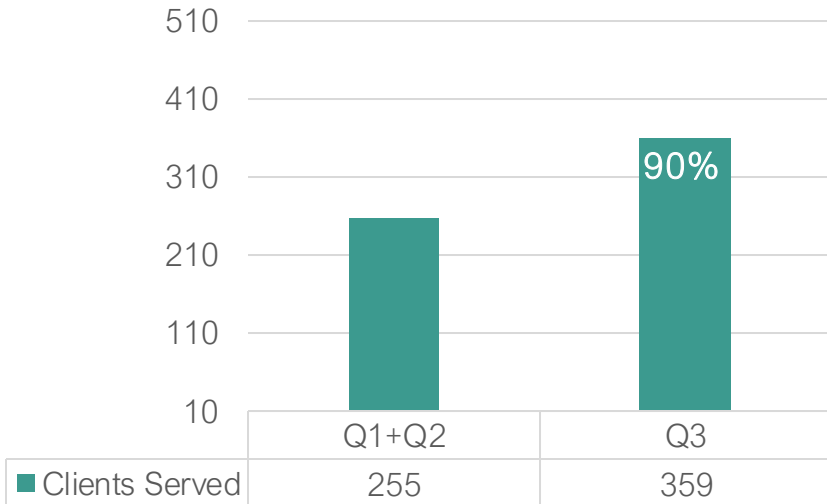
Medical Nutrition Therapy



Allocation: 73% Spent

Housing

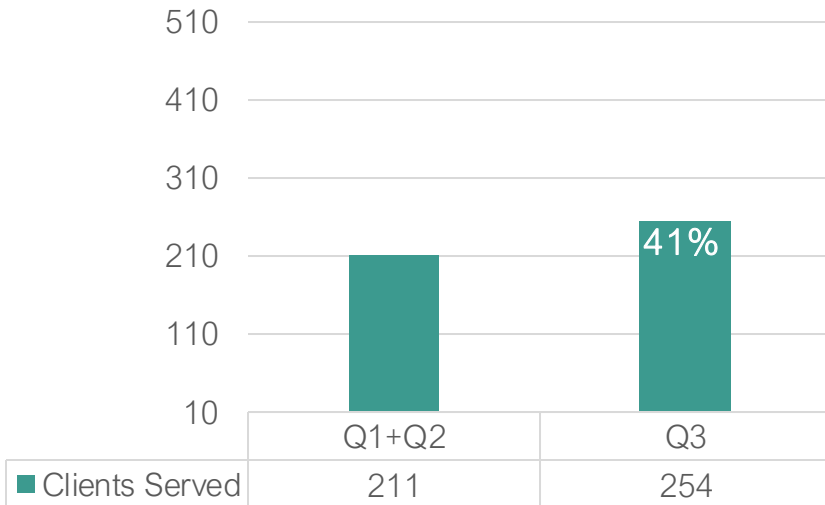
Part A



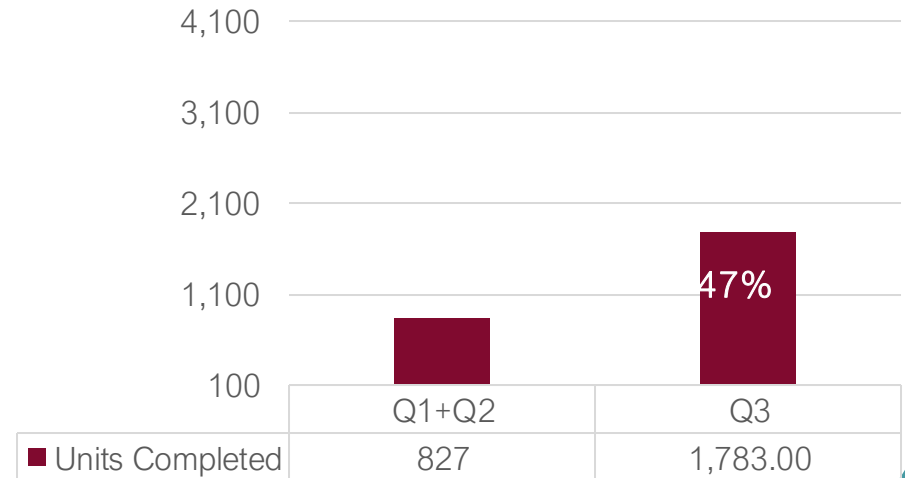
Allocation: 66% Spent

Health Education Risk Reduction

Part A



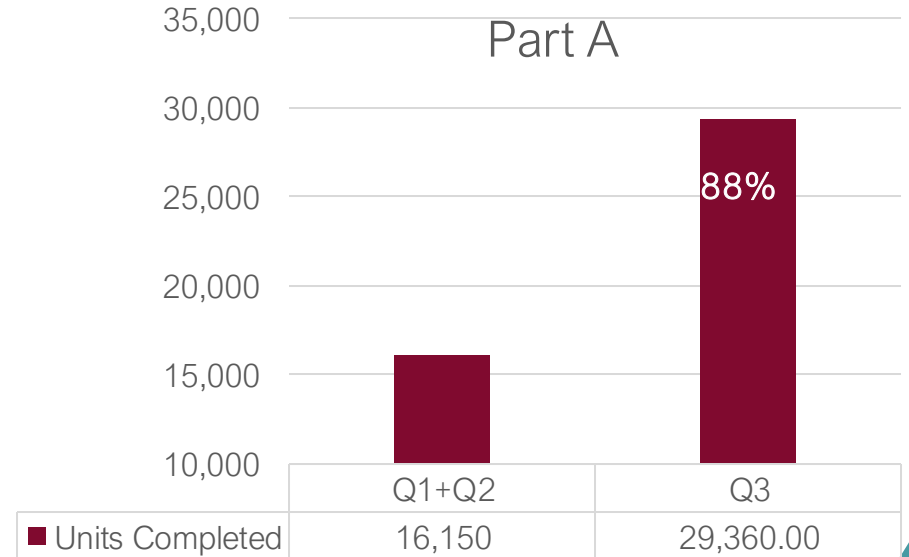
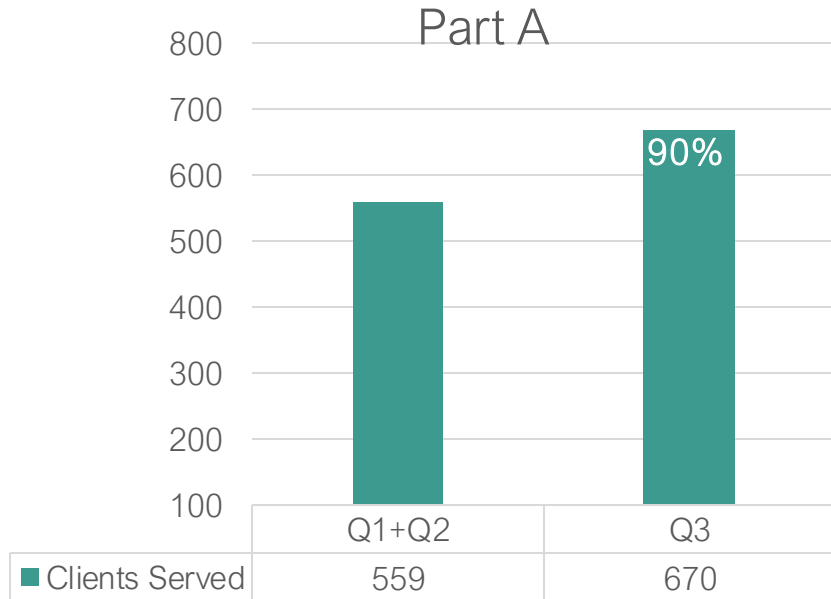
Part A



Allocation: 47% Spent

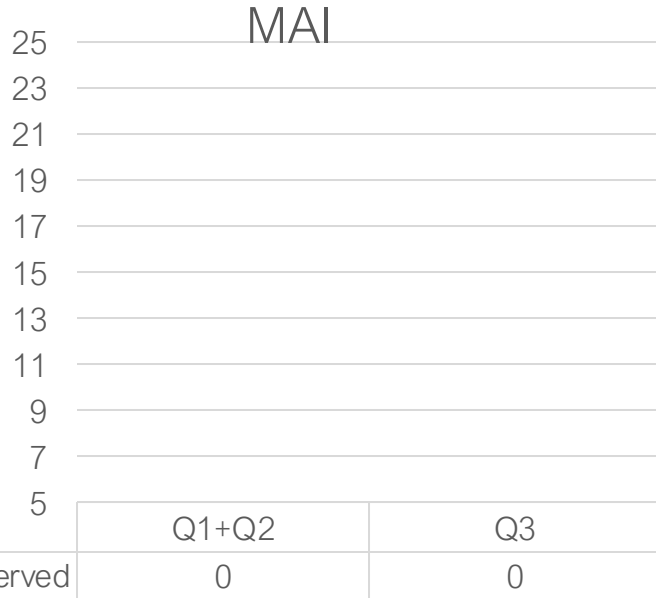


Foodbank/Home-Delivered Meals



Allocation: 80% Spent

H/ADAP



Allocation: ~% Spent

Summary

- There have been some slight discrepancies with the data since the last quarterly update we are working on before the RSR report.
- Seen improvements across the board regarding units completed, clients served and total expended.
- Several agencies have outstanding billing. The year-end presentation will update charts and graphs.

BOSTON
PUBLIC
HEALTH
COMMISSION





Questions?



Thank You

Melanie Lopez

SPM

mlopez@bphc.org



Mid-Year Survey & Check In



Link to survey:

www.surveymonkey.com/r/2024midyearsurvey



Upcoming Important Council Dates/Votes:



February

- Service Standards Revisions and Vote – led by SPEC
- FY25 Funding Principles Review and Vote – led by NRAC

March

- March 14th – Priority Setting Activity, mandatory in-person meeting!

April

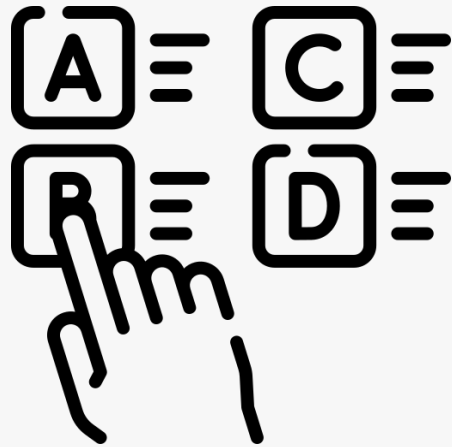
- FY25 Priority Setting Results and Vote – led by SPEC
- FY24 Sweeps Dollars Presentation and Vote – led by NRAC



June

- FY25 Funding Scenarios Review and Vote – led by NRAC





Knowledge Check!

New PCS Office Hours!

- Click the booking link in our email signatures or on Basecamp
- Select the day you want to schedule a meeting for
- Select the staff member (Clare, Claudia or Vivian!)
Note: If you select anyone, whoever is available will meet with you!
- Select an available time, these are based on our calendars!



Planning Council Support

PCS Office Hours
30 minutes



January 08

< > January 2024

Select staff (optional)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Anyone

9:00 am	11:00 am	11:30 am
12:00 pm	12:30 pm	2:00 pm
2:30 pm	3:00 pm	3:30 pm

- Please put in your name and email
- If you want us to call you instead of a Zoom meeting – put in your phone number
- Include any details you want to review during the office hours appointment!

Add your details

First and last name *

Email *

Phone number (optional)

Please let us know if you have any special requests.
Thank you.

Notes (optional)

Book

Announcements



Meeting
Evaluation

New PCS Office Hours

- Please see our email signatures/on Basecamp for the link to book an appointment with us!

February 7th, 2024 – Someone You Know and Love Event at Suffolk University

- Raise awareness about the campaign while honoring National Black HIV/AIDS Awareness Day

Hana is collecting tributes and stories for the SYKL website! Stay tuned for her email form to get involved.



Planning Council Meeting
Thursday, January 11, 2024
Non-Profit Center and Zoom
4:00 PM - 6 PM

Summary of Attendance

Members Present

Justin Alves
Daniel Amato
Mitchell Barys
Stephen Batchelder
Henry Cabrera
Barry Callis
Joey Carlesimo
Mose Choi
Stephen Corbett
Larry Day
Beth Gavin
Robert Giannasca
Regina Grier
Amanda Hart
Melissa Hector
Darian Hendricks
Gerald James
Lorraine Jones
Allison Kirchgasser
Liz Koelnich
Jordan Lefebvre
Margaret Lombe
Shara Lowe
Carlton Martin
Christopher McNally
Ericka Olivera
Ethan Ouimet
Manuel Pires
Yvette Perron
Serena Rajabiun
Nate Ross
Shirley Royster
Darren Sack

Mairead Skehan Gillis

Romini Smith
Michael Swaney
Catherine Weerts
Karen White
Kim Wilson

Members Excused

Members Absent

Damon Gaines
Lorraine Jones
Bryan Thomas

Staff

Claudia Cavanaugh
Clare Killian
Hana Wallen
Sarah Kuruvilla
Melanie Lopez
Roxy Dai
Tegan Evans

Guests

Rick Boyd

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 12.14.23 Meeting Minutes

Motion to Approve: Kim Wilson

Second: Henry Cabrera

Result: The 12.14.23 meeting minutes were approved: 92% approved, 9% abstained.

- Notes: Ethan's name is listed twice, make edit.

Topic C: Agency Updates and Committee Reports

Agency representatives give updates from their agencies.

- Barry Callis, MDPH
 - o Awaiting notice from CDC about future funding/notice of funding opportunity
 - o Relevant because we don't know if funding will be the same, more, less. Implications for NRAC and other parts of the PC, we will let you all know when we are aware.
- Alison Kirchgasser, MassHealth
 - o MassHealth started back in April 2023 doing annual renewals for people.
 - o New online portal where members can login and see the status of their MassHealth, great resource.
- Yvette Perron, NH DHHS
 - o In NH, open enrollment period is almost over, and we were able to get 100% of our ACA clients onto a new ACA health insurance plan
 - o Finishing our language project to try to collect additional information on language, already has been a great success.
- Tegan Evans, BPHC RWSD
 - o Continuing to do site visits, bulk of remaining visits scheduled for month of January. Our team, in particular Melanie Lopez, has been working very hard to get them done.
 - o Had to revise our contracts, they are now multi-year contracts through 2025.
 - o Sarah Kuruvilla, BPHC
 - Back in October I presented background information on clients, program level data, bridging the communication gap between us at BOHC and you all on the PC.
 - My colleague Claire Karafanda created a one-pager resource guide on the information we have available to us, starting with E2Boston. We would like your feedback on this document – you can find the document emailed or on Basecamp and we will have an open comment period.
- Melissa Hector, City of Boston/Mayor's Office
 - o Updated provided by PCS: The homelessness bureau and commissioner for public health at BPHC are working hard on the growing need for folks in the shelters in the area, especially in the men's shelters. If anyone has questions on how this pertains to your work, email PCS and we will pass the message to MH.

Committee chairs gave committee reports.

- Henry Cabrera, SPEC
 - o Reviewed Service Standards as edited by the ad hoc group.
 - o Will be voted on by the full PC in February
 - o Reviewed provided survey of the AAM and worked in groups to make suggestions.
 - o PCS will be implanting our revisions to this survey, and we will review the final survey in February.

- Kim Wilson, MNC
 - o We had a member update and attendance discussion, discussed members who have gotten to attendance threshold.
 - o Finalized mid-year survey, this will be taken by PC members today.
 - o Finished editing the new member survey for 2024-2026.

- Amanda Hart, NRAC
 - o Overview of MAI initiative program and funding
 - o Reviewed funding streams expo concepts and did a knowledge check.
 - o Needs Assessment working group did an update.

- Darian Hendricks, Consumer
 - o We welcomed Kerry Hawk Lessard, the Executive Director of Native American Lifelines, who presented on culturally informed HIV prevention and care.

- Darren Sack, Exec
 - o Reviewed attendance and evaluations from each of the subcommittee meetings.
 - o Had conversation on the restructuring working groups progress.
 - o Reviewed agenda for most recent PC meeting, which was the funding streams expo. Darren thanked the group for a wonderful funding streams expo.

Topic D: Q3 Client Utilization and Spending Update

Melanie from RWSD presents the Client Utilization and Spending Update from Q3.

Discussion/Comments:

(PCM = Planning Council Member)

(RWSD = Staff member from Ryan White Services Division)

(PCS = Planning Council Support)

- MCM
 - o PCM: Is there a delay in money spent because of hiring or because of contract disbursement? People are underspending for the number of clients served for this time of year, so I'm just wondering why.
 - RWSD: It's a little bit of both, but also, it's not atypical to be this spent at this time of the quarter. There is a slight delay in billing because of the contracts.
 - RWSD: Additionally, people are unable to bill until they have a fully executed entire contract in place. At the beginning of the year, we put together a partial contract that is able to allow our agencies to go ahead and bill. This doesn't work for some hospitals, which is why we moved the multi-year contract. MCM and PSS and others where this is a lot of staffing on the budget – you may see that

represented in the percentage spent. We are still seeing challenges with hiring and retentional across healthcare, we are likely to continue to see these patterns.

- PSS

- PCM: You mentioned the number of clients served was up, yet the amount spent was not that much since they didn't have that many people. Doesn't that say that we are able to provide services using less money?
- PCM: Maybe that speaks to the quality of services? Just because you did a virtual meeting on zoom, it's not the same as in person. Quality matters.
- PCM: I wonder if there is a service where we can gauge the quality of a service to we can see if changes over time? I agree, if there is a difference in quality that could tell us to adjust the budget.
 - RWSD: We have a lot of really great people who do this work. It's not a precedent you want to set that we have a few people doing so much work, it's not sustainable. We see challenges in this area with hiring and retention.
 - RWSD: Through site visits we've spoken to many people funded for PSS, almost half of them have done consumer surveys post covid and with inflation to see where the needs are. They are reevaluating the groups they offer as well, topics, types of groups, etc. There is a goal that once they have more staff, they will be able to accomplish their goals. It's been a shift, but based on what we are seeing, there are a lot of good plans in motion that will be able to occur once there are more staff.
- PCM: I agree – if there is no change in satisfaction after a reduction, than this is a fair point. Should be the money then go instead to people overspending what they are getting? It would be helpful to see those if there are satisfaction surveys because my assumption is that there would be a change in quality.
 - RWSD: I can see if there have been any decreases in satisfaction.
- PCM: Maybe we should poll providing the services. They're being overworked, they're the lowest people on the "chain of command," there is so much stress, maybe if we paid them what they're worth they'd be able to do their jobs.
- PCM: Having been a facilitator at one point, I know that the stipend is so small. Facilitators put in a lot of their own time to make sure members of their group are okay, and they get nothing for it.
- PCM: Based on what you shared, all these agencies, what are they doing in terms of outreach for people who aren't getting services? What are they doing to engage these people? If they don't have data on this, why not?
 - RWSD: I do know there is work they are doing to engage with clients lost to follow up and provide service to folks not in care, however I don't have this exact data off the top of my head. I can follow up with you all on that.
- PCM: This is for PCS staff. Is there a way we could look at a scope or standards for PSS to try and push the price people are getting paid to be a market value so they aren't being paid minimum wage for these jobs? Can we do something about this as a PC?
 - RWSD: In terms of writing a standard where we mandate the wage, that's something a lot of us think about in this work. It's easier said than done – what they have to be able to do is sustain this wage, even if funding changes. I would also note that PSS used to be known as peer support. We need to work with agencies when thinking about who this work can do so they can actually fill their jobs. Also, we would have to follow up and get better guidance from HRSA to

understand this body's ability to set standards on wage. There are lots of considerations to be made, but I think it's a worthwhile conversation.

- Planning Council members agreed that they would appreciate a follow-up on this topic.
- PCM: I feel like the data we get is at the bottom of data collection. We got money, was it spent or not, and people we served. We are looking to know what is the impact of Ryan White Part A funding. I don't think asking "are they connected to care" and if they are virally suppressed is enough.
 - RWSD: We are definitely starting that path and began looking at those questions this year. We are really evaluating the data we are giving you all. We do have questions like that for PLWH, called outcomes measures forms, all about Clinical Quality Management.
 - CQM: I'm excited that this conversation is so focused on quality. This piece of client satisfaction has really been a focus this year, and of course, actual health outcomes are so important to look at. We're really rethinking our outcomes reporting measures and how we report that back to you all.
- PCM: I agree with the previous member. This is a huge opportunity to educate providers – if they are so focused on status, there are likely gaps in knowledge, and this makes me think of NEAETC. A lot of the data collection is categorizing clients on acuity, and it's supposed to be subjective, and we can minimize what is important for one client and not another. We can't think of PLWH as a monolith, and when one need goes away another comes up.
- PCM: Who enters data in E2Boston? If it's the provider, doesn't it introduce bias into how they enter data for their clients? Do you ever do surveys face to face with PLWH to hear from the clients themselves? NH sends out direct surveys.
 - CQM: This is a great point with data quality. The short answer is no, we don't send surveys directly out. The planning council does a needs assessment which gets direct community input. I would love to improve direct community engagement. This EMA is a large and diverse set of people, and it can be hard to standardize a client satisfaction survey. Instead, we work with agencies to establish robust feedback systems, so that data is coming from clients.

Topic E: PC Mid-Year Check-In and Survey

PCS goes over the annual calendar for Planning Council and discusses important dates and agenda for the rest of the year.

Members spend twenty minutes taking the Mid-Year Survey.

Topic F: New PCS Office Hours

PCS introduced new office hours format.

- Click the booking link in our email signatures or on Basecamp
- Select the day you want to schedule a meeting for

- Select the staff member (Clare, Claudia or Vivian!) *Note: If you select anyone, whoever is available will meet with you!*
- Select an available time, these are based on our calendars!

Topic G: Announcements, Evaluations, Wrap Up

Announcements:

- New PCS Office Hours
 - o Please see our email signatures/on Basecamp for the link to book an appointment with us!
- February 7th, 2024 – Someone You Know and Love Event at Suffolk University
 - o Raise awareness about the campaign while honoring National Black HIV/AIDS Awareness Day
- Hana is collecting tributes and stories for the SYKL website! Stay tuned for her email form to get involved.
- NEAETC is doing another cohort training program – Amanda will send flyer out, applications are open until January 26th, reach out with questions. Training is virtual.

Meeting to Adjourn

Motion: Michael Swaney

Second: Barry Callis

Result: The meeting was adjourned.
