



Planning Council Meeting

Agenda

Date: February 10, 2022

Time: 4:00pm-6:00pm

4:00-4:05pm	Call to Order, Introductions, Moment of Silence Kathy Lituri, PC Chair
4:05-4:10	Agenda Review Kathy Lituri, PC Chair
4:10-4:15	Review and Approval of Meeting Minutes from January 13, 2022 Kathy Lituri, PC Chair
4:15-4:30	Agency Updates and Committee Reports Committee Leadership
4:30-4:35	VOTE - Bylaws Revision Brian Holliday and Claudia Cavanaugh, PCS
4:35-4:55	Presentation and VOTE – FY 23 Funding Principles Brian Holliday and Ayla Baraka
4:55-5:15	Activity – Funding Principles Kahoot Claudia Cavanaugh, PCS
5:15-5:40	Presentation – CQM Update Sarah Kuruvilla and Fabiola Catulle, RWSD
5:40-6:00	Announcements, Evaluations and Adjourn



Planning Council Meeting
Thursday, February 10, 2022
Zoom
4:00 - 6:00pm

Summary of Attendance

Members Present

Justin Alves
Margaret Lombe
Tim Young
Michael Swaney
Keith Nolan
Ericka Olivera
Robert Giannasca
Omar Martinez-Gonzalez
Manuel Pires
Stephen Batchelder
Patrick Baum
Lorraine Jones
Tim Mercier
Amanda Hart
Bryan Thomas
Ayla Baraka
Tad Bailey
Lea Nelligan
Cindi Bell
Lamar Brown-Noguera
Stephen Corbett
Melissa Hector
Darian Hendricks
Brian Holliday
Alison Kirchgasser

Wendy LeBlanc
Kathy Lituri
Serena Rajabiun
Darren Sack
Richard Swanson
Catherine Weerts
Joey Carlesimo

Members Excused

Mahara Pinheiro

Members Absent

Ta’Nisha Maitre
Damon Gaines
Adam Barrett
Katie Keating

Staff

Claudia Cavanaugh
Abiola Lawson
Lianne Hope
Melanie Lopez
Fabiola Catulle
Sarah Kuruvilla
Austin Hanna

Topic A: Welcome and Introductions

Meeting called to order by Kathy Lituri, Chair at 4:02pm. A moment of silence was observed to honor those infected with and affected by HIV/AIDS. Kathy reviewed the Council’s ground rules & the agenda.

Topic B: Review Meeting Minutes

January 13, 2022 minutes were reviewed.

Motion to Approve: Stephen Corbett

Second: Darren Sack

95% approved

5% abstentions

Result: The minutes were approved.

Topic C: Agency Updates and Committee Reports

MNC (Michael Swaney)- The committee reviewed the bylaws, received member updates, selected a new chair, and went over new member recruitment strategies.

SPEC (Omar Martinez-Gonzalez)- The committee had a member spotlight, received a standards of care update, introduced the Priority Setting, and clarified the AAM recommendations.

NRAC (Darren Sack)- The committee discussed funding principles, introduced the priority setting and resource allocation, and received an update from the Needs Assessment Adhoc committee. Richard Swanson reported the adhoc committee retrieved needed documents and are securing an intern.

Consumer Committee (Darren Sack)- The committee discussed anti-stigma campaign, received presentation from Donna White about impact and stress from the early years. Darren expressed disappointment about the low attendance and asked folks to attend.

Exec Committee (Patrick Baum)- reviewed attendance and evaluations, did a mid-year check-in, and discussed the PCS staff transition. Kathy told members about the Planning CHATT training sessions and encouraged members to sign up.

NH Department of Health and Human Services (Cindi Bell)- staff vacancies

MA Medicaid Office (Alison Kirchgasser)- The federal COVID-19 Public Health Emergency (PHE) was Renewed through mid-April, and Masshealth is not terminating any members during the PHE unless they move out of state or voluntarily disenroll. All health insurers required to cover over the counter COVID-19 tests. MA Behavioral Health Partnership released an RFP to procure behavioral health centers to start in January 2023. Will serve as hubs for mental health and substance use treatment, and crisis services for adults and youth.

Questions/Comments:

Can we share resources with other planning councils about zoom accessibility for blind folks? Yes, we can share through the national PCS group and mayor's office.

Topic D: Bylaws Revision

Brian Holliday explained the proposed revision Re: Executive Committee Membership:

The Executive Committee shall consist of the Chair and Chair-elect; the Chairs and Vice Chairs of standing committees (NRAC, SPEC, Consumer, and Membership); the CEO or their representative; the recipient's representative; and a member-at-large from Planning Council. The exiting Planning Council chair will have priority option to transition to the member-at-large position for the following term. If the exiting Chair refuses the member-at-large position, the Chair-elect shall select one from the Planning Council. The Executive Committee will conduct a meeting following the final Planning Council meeting of each term to finalize any pending agenda items and conduct the transfer of leadership from the current Chair to the Chair-Elect.

Motion to approve the revision: Justin Alves

Second- Kathy Lituri

95% Approve

2% Oppose

2% Abstain

Result: Motion approved

Topic E: FY23 Funding Principles

Ayla and Brian explained the purpose of the Funding Principles, Planning Council's task cycle, how BPHC uses the principles, and discussed the 13 principles:

- Services funded by Part A should provide for fair, equitable and just access for all eligible persons with HIV/AIDS throughout the EMA.
- Services should meet essential needs of consumers as defined by credible and timely data/needs assessments.
- Providers funded by Part A should seek input from and/or participation by consumers as critical in reaching their decisions.
- Providers must be able to demonstrate relevant, established ties to the affected populations they serve. Such ties may be shown through staffing, language/cultural competency, community involvement, and site of services.
- Providers should demonstrate a commitment to prevent and mitigate stigma to the extent possible within their environments.
- Providers should be required to demonstrate optimal collaborations.
- Providers should be encouraged to seek out and maximize the use of all funding sources, rather than solely relying on Part A.
- Providers must demonstrate a willingness to provide services to all eligible, affected populations and an ability to provide appropriate services to the populations they target.
- Providers should encourage and support self-advocacy among consumers.
- Providers should design programs tailored to the needs of the population served; to this end, staffing qualifications should not be needlessly inflated to exclude persons from affected populations, who have the requisite skills, from being employed in service delivery.
- Funding decisions should be made in such a way as to encourage the development/maintenance of high quality, user-friendly, innovative services.
- To ensure continuity of services, there should be a preference for organizations that provide services within the priority areas and demonstrate linguistic/cultural competency and appropriateness.
- Staff funded by Part A may not solicit or accept personal gifts, travel, meals, or entertainment with a value in excess of \$50, from any pharmaceutical company or any person or entity that provides or is seeking to provide goods or services to Part A funded agencies, or that does business with, or is seeking to do business with, a Part A funded agency. Faculty, clinicians, or staff funded by Part A who are expected to participate in meetings of professional societies as part of their continuing professional education should be aware of the potential influence, both direct and indirect, of pharmaceutical companies on these meetings and should use discretion in evaluating whether and how to attend or participate in these educational events, lectures, legitimate conferences & meetings.

Motion to approve the FY23 Funding Principles: Richard Swanson

Second: Justin Alves

90% approved

10% opposed

Results: Motion approved

Claudia led members in a kahoot game.

Topic F: Clinical Quality Management Presentation

Sarah and Fabiola described clinical quality management in the context of Ryan White, what the CQM program does, the Mini-grant program and the CQM Committee who are looking for new members, provided e2Boston updates, and future directions in the next 3 years. Key takeaways include:

- Limited program capacity delayed CQM activities in FY21 (CQM Plan)
- 3 agencies successfully completed QI projects aimed at increasing client engagement, retention, and satisfaction; reducing gaps in medical visits; streamlining referral processes
- FY22-24 CQM Plan anticipated to be published by March 9th
- Currently recruiting new members for the FY22 CQM Committee

Questions/Comments:

- Will there be an opportunity to hear about these 3 grants? We don't have a reporting structure yet but we should create it and love to come back to the Planning Council or post on Basecamp.
- What is the time commitment for the CQM Committee- 90 minutes once every other month

Topic H: Announcements, Evaluation & Adjourn

PCS made the following announcements:

- Still trying to get people to sign up for Member Spotlights. Will send out a sign-up sheet.
- Will send out a mid-year evaluation to see how all members are doing.
- Will send out a demographic questionnaire for all members to fill out.

Questions/Comments:

Can we have a presentation about the new injection treatment, out of pocket cost, and when will agencies roll that out? Would be good for the Consumer Committee. Huge moving target, AIDS nursing association is hosting a talk next month. If people are interested, Justin can send over a link. Everyone's insurances will be different. Don't have all the answers yet.

Meeting to Adjourn

Motion: Patrick Baum

Second: Stephen Batchelder

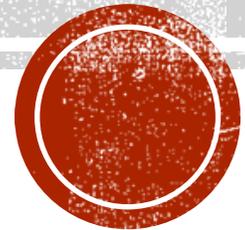
Result: The meeting was adjourned at 5:49pm

PLANNING COUNCIL MEETING

Kathy Lituri, Chair

Patrick Baum, Chair-Elect

February 10th, 2022





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



P H O N E

State your name for the
record



C O M P U T E R
L A P T O P

No need to state, it is
recorded



GROUND RULES

- Be on time
- No Side conversations
- Silence cell phones
- Presenters represent agencies- no personal attacks
- Participate
- Don't ask questions that accuse or assume where someone is coming from.
- Stick to asking questions regarding information.
- Be respectful
- Respect the option for presenters to come back with additional information or answers
- Send questions with more detailed explanations to the Executive Committee or PCS
- Ask questions
- Whenever possible, enjoy yourself
- Speak up so everyone can hear you
- Don't assume everything is public knowledge
- Raise your hand and wait to be acknowledged by the Chair
- Step up, step back
- Don't interrupt



VIRTUAL GROUND RULES

- Be on time and prepared
- Use headphones
- Avoid using speakerphone
- Avoid multi-tasking
- Mute yourself unless speaking
- Do not put this conference call on “Hold”
- Identify yourself
- Speak slowly and clearly
- No one-on-one side conversations
- Use chat box to communicate with moderators



TODAY'S AGENDA

- Review and Approval of Meeting Minutes from January 13, 2022
- Agency Updates and Committee Reports
- VOTE - Bylaws Revision
- Presentation and VOTE – FY 23 Funding Principles
- Activity – Funding Principles Kahoot
- Presentation – Clinical Quality Management Update
- Announcements, Evaluations and Adjourn



■ APPROVING MEETING MINUTES

January 13th, 2022

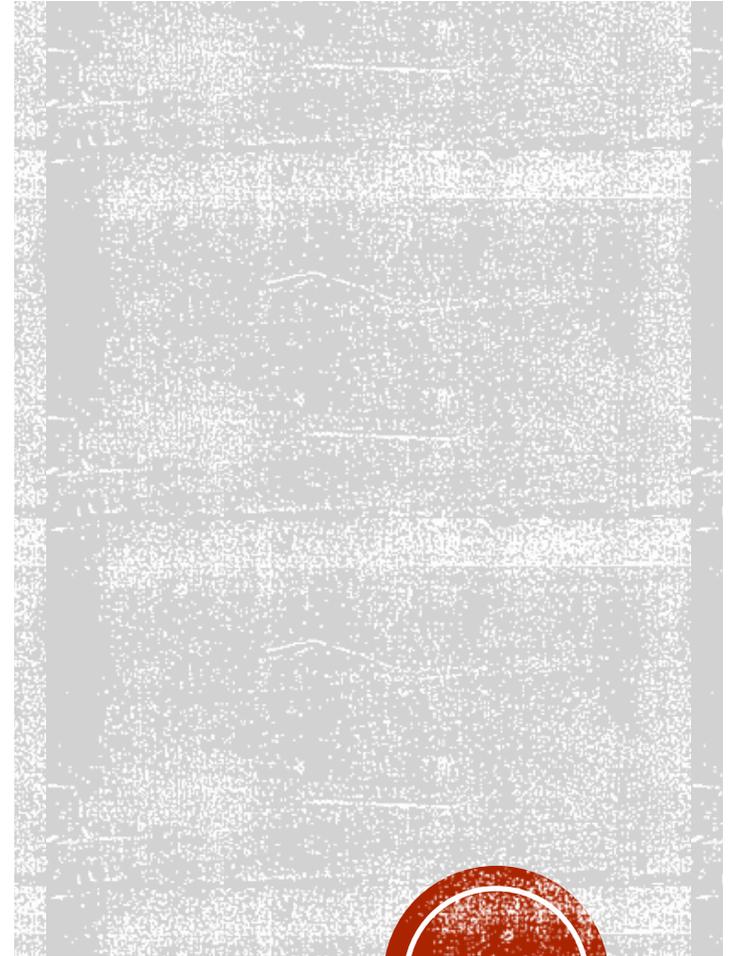
■ Steps in approving minutes

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

- All in Favor: Yes, I approve the minutes
- Opposed: No, I do not approve the minutes
- Abstention: Decline to vote



AGENCY AND COMMITTEE UPDATES



SUBCOMMITTEE UPDATES

INFORMATION PERTAINING
TO THE COUNCIL'S WORK

- Membership and Nominations (MNC) – **Michael Swaney**
- Service, Priorities, and Evaluation (SPEC) – **Margaret Lombe**
- Consumer Committee – **Adam Barrett**
- Executive Committee – **Patrick Baum**
- Needs, Resources, and Allocations (NRAC)– **Darren Sack**



AGENCY REPRESENTATIVE REPORTS

- Mayor's Office of Health and Human Services - **Melissa Hector**
- MA Department of Public Health, Office of HIV/AIDS - **Barry Callis**
- NH Department of Health and Human Services, NH Care Program – **Cindi Bell**
- MA Office of Medicaid – **Alison Kirchgasser**
- Boston Public Health Commission – **Katie Keating**



BYLAW REVISION #2 – PROPOSED EDITS

Membership

The Executive Committee shall consist of the Chair and Chair-elect; the Chairs and Vice Chairs of standing committees (NRAC, SPEC, Consumer, and Membership); the CEO or his representative; the recipient; and a member-at-large from Planning Council. The exiting Planning Council chair will have priority option to transition to the member-at-large position for the following term. If the exiting Chair refuses the member-at-large position, the Chair-elect shall select one from the planning council. • ~~Chair selects the member at large.~~ The Executive Committee will conduct a meeting following the final Planning Council meeting of each term to finalize any pending agenda items and conduct the transfer of leadership from the current Chair to the Chair-Elect.



VOTE – BYLAW REVISION #2

Membership (re: "executive committee)

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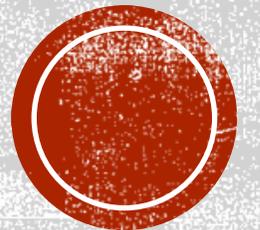


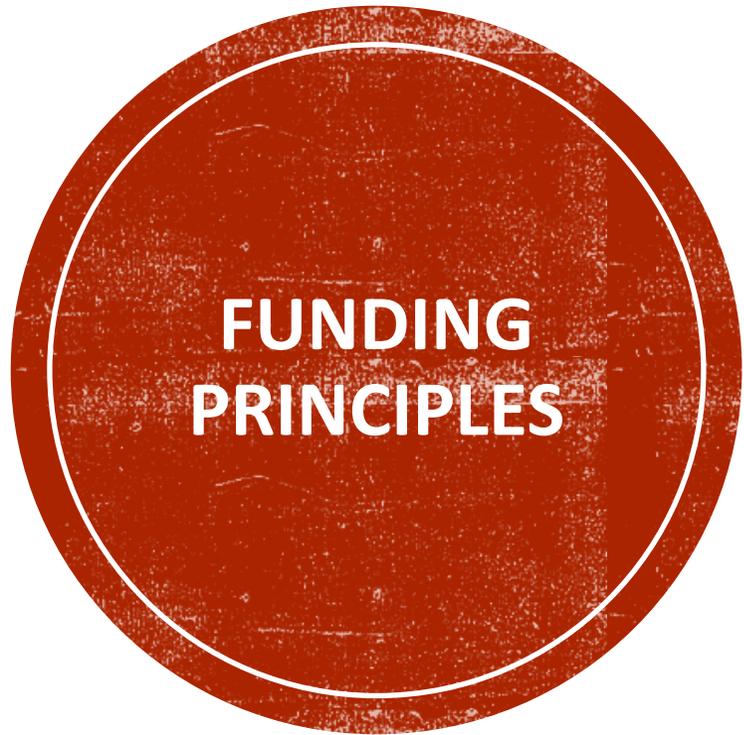
Motion to approve Bylaw revision #2: Membership re: "Executive Committee"



FY23 FUNDING PRINCIPLES

PRESENTATION AND VOTE





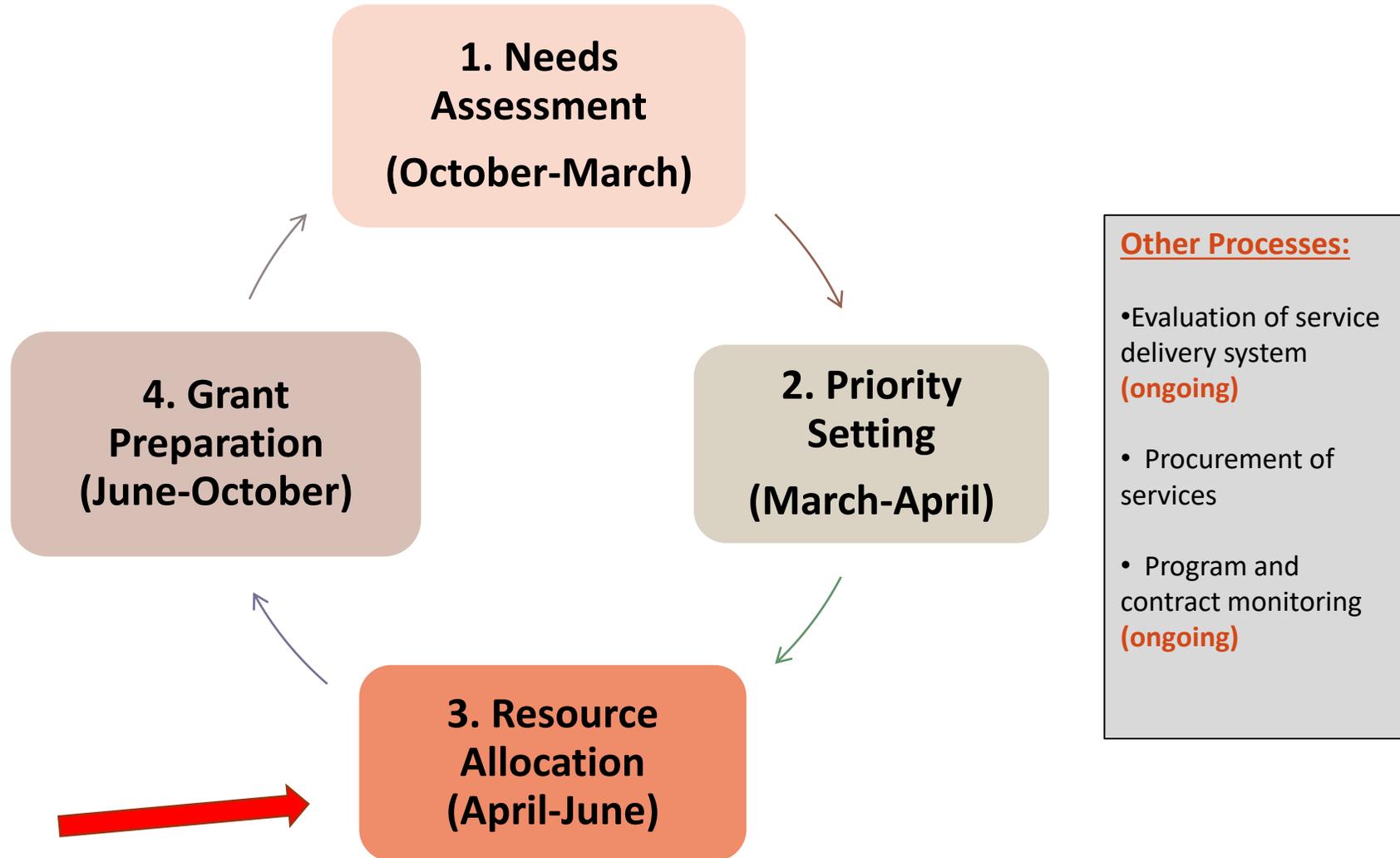
What are the funding principles?

- Directives guiding the work of NRAC in creating its funding recommendations to the Council.

Where do the funding principles come from?

- They have evolved over the past twenty years to reflect the Planning Council's values and guide its processes leading to the allocation of funds.

WHERE DO THE FUNDING PRINCIPLES FIT IN?



WHO USES THE FUNDING PRINCIPLES?

NRAC

- Uses as a guide for the funding scenarios for all funding recommendations NRAC presents to the Planning Council

BPHC (the recipient)

- Uses when contracting for services
- Embeds in the language of any Request For Proposals (RFP)
- Embeds in the grant application to HRSA
- Uses in the agency monitoring process

Funding Principles Background



- There are 13 Funding Principles
- Not presented in any order of importance
- Each has equal weight

FY23 Proposed Funding Principles

Staff funded by Part A may not solicit or accept personal gifts, travel, meals, or entertainment with a value in excess of \$50, from any pharmaceutical company or any person or entity that provides or is seeking to provide goods or services to Part A funded agencies, or that does business with, or is seeking to do business with, a Part A funded agency. Faculty, clinicians, or staff funded by Part A who are expected to participate in meetings of professional societies as part of their continuing professional education should be aware of the potential influence, both direct and indirect, of pharmaceutical companies on these meetings and should use discretion in evaluating whether and how to attend or participate in these educational events, lectures, legitimate conferences and meetings.

FY23 Proposed Funding Principles

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- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right. It is partially cut off by the right edge of the slide.

FY23 Proposed Funding Principles

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- Providers should demonstrate a commitment to prevent and mitigate stigma to the extent possible within their environments.
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FY23 Proposed Funding Principles

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FY23 Proposed Funding Principles

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Questions?



VOTE – Motion to Approve FY23 Funding Principles

Summary of Motion:

Vote to approve the FY23 Funding Principles document as written, and reviewed by the Needs, Resources & Allocations Committee.

YES - You agree with NRAC's recommendation

NO - You do not agree with NRAC's recommendation

ABSTAIN - You wish not to vote on the motion



Funding
Principles
Kahoot

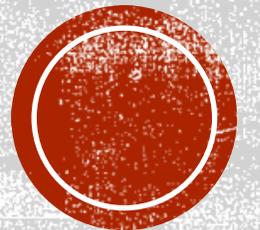
KAHOOT INSTRUCTIONS:

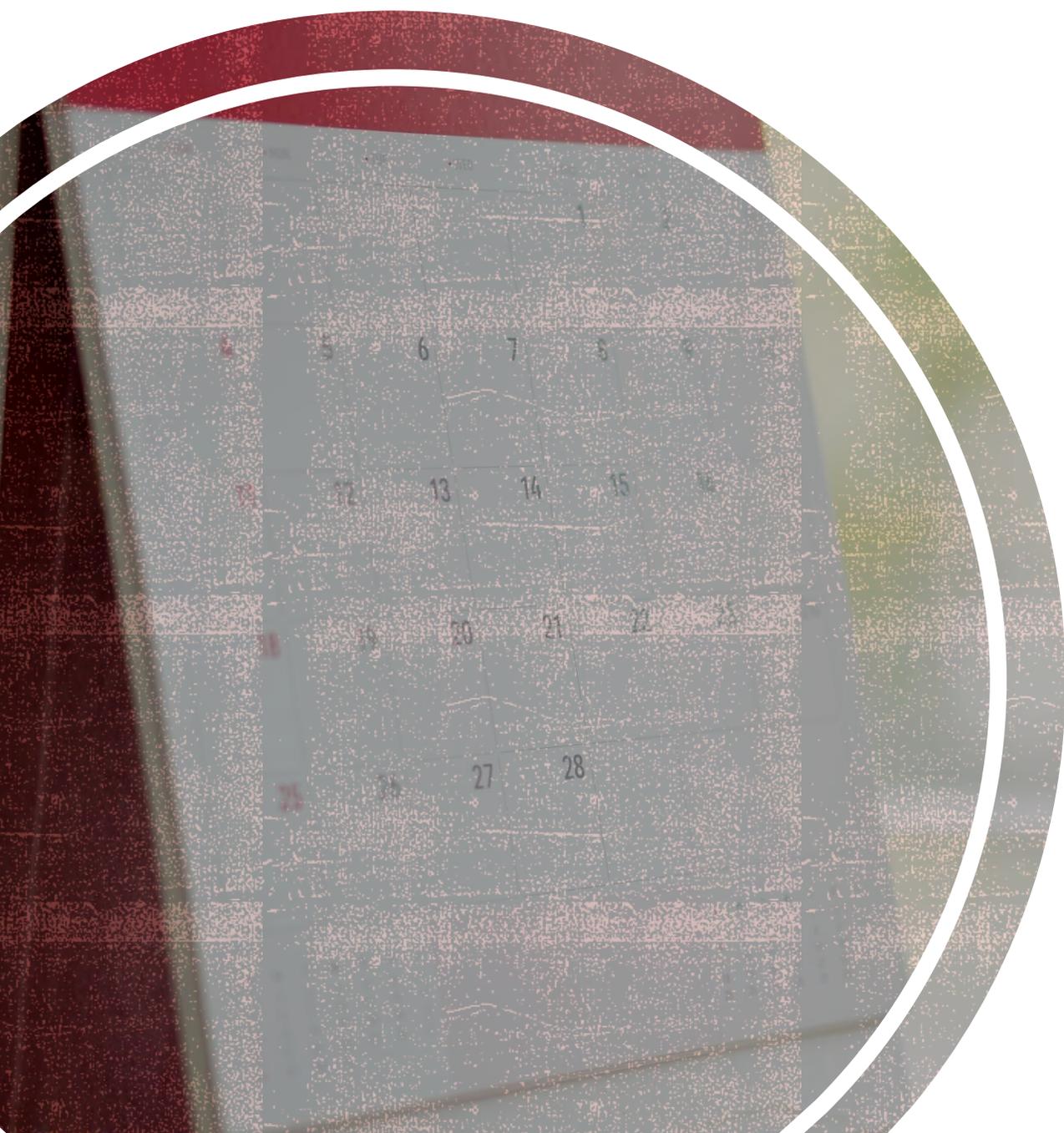
1. Open a new browser.
2. Type **Kahoot.it** into your browser.
3. Enter the game PIN. (Claudia will provide you with the PIN).
4. Enter your name.
5. Play!



CLINICAL QUALITY MANAGEMENT (CQM) UPDATE

SARAH KURUVILLA AND FABIOLA CATULLE, CQM



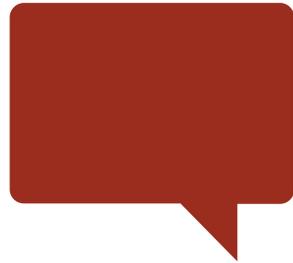


PCS ANNOUNCEMENTS

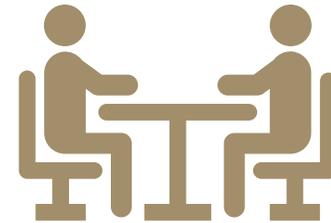
- Member Spotlights
- Mid-Year Evaluations
- Demographic Questionnaire



ANNOUNCEMENTS & ADJOURN



Please fill out meeting evaluations – link in the chat!



Next meeting: Thursday,
March 10th, 2022, 4-6pm

