



2021-2022 Term

Planning Council Meeting

Wednesday November 10, 2021 4:00 pm - 6:00 pm

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Welcome/Intro/MOS

4:00 pm - 4:05 pm

Kathy Lituri, PC Chair

Ice-Melter

4:05 pm - 4:20 pm

PCS Support Staff

Approve Oct. 14, 2021 minutes

4:20 pm - 4:25 pm

Kathy Lituri, PC Chair

Agency representative updates and Committee reports

4:25 pm - 4:35 pm

Executive, NRAC, SPEC, MNC, Consumer,
Alison K; Barry C; Melissa H; Cynthia Bell

Bylaws Update & Voting

4:35 pm - 4:45 pm

Kathy Lituri, PC Chair, Brian Holiday, Member at Large

Data & Decision Making

4:45 pm - 5:15 pm

PCS Staff

AAM Response

5:15pm - 5:35pm

Katie Keating, RWSD

Announcements

5:35 pm - 5:50 pm

PCS & all members

Evaluation and Wrap-up

5:50 pm - 6:00 pm

Kathy Lituri, PC Chair and PCS Staff

List of Acronyms

AAM	Assessment of Administrative Mechanism
ACA	Patient Protection and Affordable Care Act
ADAP/HDAP	AIDS Drug Assistance Program/HIV Drug Assistance Program
BPHC	Boston Public Health Commission
CDC	Centers for Disease Control and Prevention
EIIHA	Early Identification of Individuals with HIV/AIDS
EIS	Early Intervention Services
EMA	Eligible Metropolitan Area
FY	Fiscal Year
HRSA	Health Resources and Services Administration
IDB	Infectious Disease Bureau
MA	Massachusetts
MAI	Minority AIDS Initiative
MCM	Medical Case Management
MDPH	Massachusetts Department of Public Health
MOU	Memorandum of Understanding
MSM	Men who have Sex with Men
NH	New Hampshire
NHAS	National HIV/AIDS Strategy
NHDHHS	New Hampshire Department of Health and Human Services
PLWHA	People Living With HIV/AIDS
PCS	Planning Council Support
PO	Purchasing Order
RFP	Request for Proposals
RWHAP	Ryan White HIV/AIDS Program
RWSD	Ryan White Services Division-BPHC
SAMHSA	Substance Abuse and Mental Health Resources Administration
TA	Technical Assistance
TGA	Transitional Grant Area



Planning Council Meeting
Thursday, October 14, 2021
Zoom
4:00 - 6:00pm

Summary of Attendance

Present:

Adam Barrett

Amanda Hart

Ayla Baraka

Brian Holiday

Bryan Thomas

Catherine Weerts

Cynthia Bell

Damon Gaines

Darian Hendricks

Darren Sack

Ericka P. Olivera

George Diaz

Joey Carlesimo

Justin Alves

Kathy Lituri

Keith Nolen

Lamar Brown - Noguera

Lea Nelligan

Mahara Pinheiro

Manuel Pires

Margaret Lombe

Melissa Hector

Michael Swaney

Noelle Hanney

Omar Martinez Gonzalez

Patrick Baum

Richard Swanson

Robert Giannasca

Serena Rajabiun

Stanley Flores

Stephen Batchelder

Stephen Corbett

Ta'Nisha Maitre

Tad Bailey

Tim Mercier

Tim Young

Wendy LeBlanc

Excused:

Alison Kirchgasser

Barry Callis

Katie Keating

Lorraine Jones

Lulu Bethea

Topic A: Welcome and Introductions

Kathy Lituri, Planning Council Chair, welcomed everyone, reviewed the virtual ground rules and led a moment of silence.

Topic B: Review and Approve Meeting Minutes

The minutes from the meeting of October 14, 2021 were reviewed. Members went on Basecamp to look at the minutes before motioning to approve.

Motion to Approve: x

Second: x

Result: The minutes were approved with () Abstentions

Topic C: Committee Reports

Planning Council leadership and sub-committee Chairs provided updates on their meetings that took place this month.

Executive Committee | Kathy Lituri

Services, Priorities, and Evaluations Committee (SPEC) | Margaret Lombe

Membership and Nominations Committee (MNC) | Robert Giannasca

Consumer Committee | Darren Sack

NRAC | Darren Sack

Topic D: Bylaw Revisions

Kathy Lituri reviewed each of the bylaw revisions and opened for discussion.

Questions/comments:

-PC Committee member: Can it be up to six hours?

-PC Committee member: I'd do 8 hours.

- PC Committee member: We might change the hours to a statement of "4 hours minimum, with most members spending 6 hours per month, and other in leadership positions spending even more time"

-PC Committee member: I look at it as the physical hours spent in council meetings not doing extra stuff

-Tegan Evans, PCS: I look at it as the physical hours spent in council meetings not doing extra stuff

-PC Committee member: Since we removed the language of consecutive meetings at the top, I don't think it's necessary at the bottom RE: the five (5) total absences.

-PC Committee member: I suggest removing the word immediately as in "report immediately"

-Tegan Evans, PCS: We are now taking comments for revision 4

-PC Committee member: Concerned how this affects Consumers who may have a health issue

-PC Committee member: I agree. I think excused absences should be that.

- PC Committee member: I like the revision. creates more accountability... it should extend to meeting and outside of the council.

- PC Committee member: Revision 4: it should be explicitly stated that this applies within and outside the meetings

-PC Committee member: Yes, it applies outside of meetings too for any issues that may be lingering or current conflicts between members...that's what prompted these changes in the first place...members who had "past history" issues and found themselves on council together

--Tegan Evans, PCS: We are now taking comments for revision 5

-PC Committee member: Change must to 'Are expected to'...attend 85% period.

-PC Committee member: Congruence between Revision 3 and 5 with preference for attendance policy in the latter part of Revision 5

-PC Committee member: In the setting of an outgoing Chair not wanting the position then the incoming Chair shall choose a Member at Large

-Kathy Lituri, PC Chair: Thank you everyone for your thoughtful comments and attention to detail with the revisions. I look forward to seeing your comments within the three weeks.

Action steps: BH and TE will take the lead on updating the bylaws with edits and posting on basecamp in a shared doc.

Topic E: MA HIV Epidemiology Profile

Dr. Sanchez presented epidemiology data for Massachusetts, in particular counties within the Boston EMA. Information included the total number of HIV cases and HIV cases broken down by gender, race/ethnicity, age, risk exposure, country of origin, and by county. She reviewed the new infection rates reported in 2021. She broke down newly diagnosed cases by race/ethnicity, age, risk exposure, country of origin, and county.

Questions/comments:

-PC Committee member: Has there been an increase of IDU Hiv infection since the pandemic?

-PC Committee member: What would you attribute the disparity too?

-PC Committee member: I was curious about the infection rate because of the mass and cass folks.

-PC Committee member: Why is the retain denominator higher than diagnosed?

Action steps: Post Dr. Sanchez's presentation to basecamp so members can look at the data further.

Topic G: Planning Council Bylaw revision

Kathy Lituri, Planning Council Chair, provided the recommended revisions made by the Executive Committee in September at the Planning Council meeting and on Basecamp. The Planning Council is expected to vote on the proposed revisions recommended by the Executive Committee at today's meeting.

Proposed revisions are as follows:

- Pgs. 10-11: New language on safety

- Pg. 11: Change in language regarding attendance.

- Pg. 12: Addition of language specific to discrimination and harassment

- Pgs. 20-21: Change to language regarding remote/virtual attendance.

- Pg. 23: Addition of language regarding membership

- Pg. 26: Addition of 2 new MNC meetings post PC cycle

Motion to accept the Planning Council revisions recommended by the Executive Committee:

Second: x

Favor: x

Opposed: x

Abstention: x

Results: The revisions have been placed on hold and will be discussed at next month's meeting. Members will take time to review the changes in the interim. PCS and Committee Chairs will discuss ideas for future voting strategies.

Topic I: Other Business, Announcements, Evaluation & Adjourn

Meeting to Adjourn

Motion: x

Second: x

Result: The meeting was adjourned.



Boston EMA Ryan White Planning Council

Kathy Lituri Planning Council Chair • **Patrick Baum**, Planning
Council Chair-elect • 11/10/2021

Moment of silence

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.

Introductions

Phone

- Please state your name for the record

Computer/online

- No need to state, we have you on record
-

GROUND RULES

Be on time	No Side Conversations
Silence cell phones	Presenters represent agencies- no personal attacks
Participate	<i>Don't ask questions that accuse or assume where someone is coming from. Stick to asking questions regarding information.</i>
Be respectful	Respect the option for presenters to come back with additional information or answers.
<i>Agree to disagree</i>	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	<i>Don't assume everything is public knowledge</i>
Raise your hand and wait to be acknowledged by the Chair	Step up, step back
Don't interrupt	

Virtual Meeting Ground Rules

- Be on time and prepared
- Use headphones
- Silence Means Agreement
- All members expected to vote when requested
- 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 and ask questions to presenters

No inappropriate conversations in private chat

Overview – Today's Meeting

Agenda Topics	Presentation Format	Time Frame	Presenters or Facilitators
Welcome, Moment of Silence and Intros	Announcement	5	KL
Ice-Melter	Activity	15	PCS
October 14 Minutes Review	Activity (Vote)	5	KL, PB
Agency Updates and Committee Reports	Announcement	10	Agency/Sub-Committee Reps
Bylaws Update & Voting	Announcement	10	KL, BH, PCS
Data & Decision Making	Presentation/Learning Circles	30	PCS
AAM Response	Presentation	20	KK & RWSD
Announcement	Announcement	15	KL
Evaluation and Wrap-up	Announcement	10	KL, PCS

ICE-MELTER

Approving meeting minutes

October 14, 2021

Steps in approving minutes:

1. Review minutes
2. Make a first and second motion to approve minutes
3. Vote (Zoom poll)

All in Favor: Yes, I approve the minutes

Opposed: No, I do not approve the minutes

Abstention: Decline to vote

**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**

AGENCY REPRESENTATIVE REPORTS

Subcommittee Reports

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

Bylaws Revision Process

- Process
 - Edited bylaws will be saved in a shared doc on basecamp (11/12/2021)
 - At December PC meeting members will vote on revisions
 - BH will present the bylaws with the recommendations on "why the changes"
 - Vote
 - In favor → Yes
 - Don't agree → Oppose
 - Indifferent → Abstain

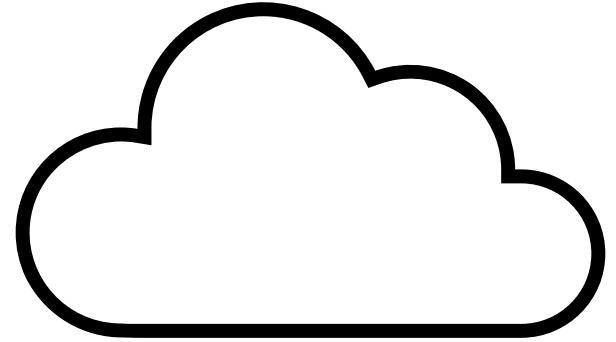


Data & Decision Making

PCS Support Staff

Activity

- Brainstorm **2-3** words that you think of when you hear the word **data** and type into the link in the chat!





At the most basic level, data are collections of facts and information. This information can be packaged as numbers, words, measurements, observations, or descriptions.

Decision- Making

After collecting data (information), you are free to make a decision. When you make a decision, you can use the data you collected as evidence to make an informed decision.

Data-Driven

Decision-Making

- Data-driven decision-making is the practice of basing decision on the analysis of data rather than using your intuition, guess, or estimate.
-

The goal of this next section is to learn the importance of using data to make an informed, evidence-based decision. This is intended to support the Planning Council to better understand, use, and manage data for decision-making



Data in Planning Council decision making and voting



DATA



KNOWLEDGE

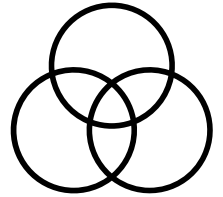


ACTION

*“Without data, all
anyone has are opinions.
Data elevates the
probability that you’ll
make the right decision.”*

—W. Edwards Deming

Types of Data



- **Qualitative**

- Personal experiences, observations, anecdotes are often called qualitative information – contains greater detail.
 - Information that cannot be expressed as a number or quantified. Qualitative data include descriptive data such as your friend's favorite holiday, the most common given names in your town, or how to describe the smell of a freshly cooked meal.

- **Quantitative**

- Decision making that is guided and supported by data, or documented information collected in a uniform way. Often called quantitative information.
 - This is information that can be counted or measured.
-

Qualitative vs Quantitative



LEARNING CIRCLES

#1	#2	#3	#4	#5
The Brady Bunch	Keeping up with the Joneses	The EMAzing Team	Montero Hill X Elephant Storm	Purple Reign
Darren Sack	Stephen Corbett	Wendy LeBlanc	Kathy Lituri	Robert Giannasca
Alison Kirchgasser	Adam Barrett	Brian Holliday	Melissa Hector	Patrick Baum
Amanda Hart	Ericka Olivera	Bryan Thomas	Stephen Batchelder	Margaret Lombe
Darian Hendricks	Justin Alves	Cindi Bell	Michael Swaney	Ayla Baraka
Lea Nelligan	Stanley Flores	Katie Keating	Richard Swanson	Catherine Weerts
Keith Nolen	Lorraine Jones	Manuel Pires	Mahara Pinheiro	George Diaz
Lamar Brown-Noguera	Omar Martinez Gonzalez	Joseph Carlesimo	Ta’Nisha Maitre	Damon Gaines
Tim Young	Noelle Hanney	Tim Mercier		Serena Rajabiun
Tad Bailey	Lulu Bethea			Barry Callis
9	9	8	7	9

Activity 2

Learning Circles



Examples of Data Sources used by PC



NEEDS
ASSESSMENT
DATA



EPI DATA OF
THE EMA



SPENDING AND
UTILIZATION DATA



PERFORMANCE
DATA FROM
QUALITY
IMPROVEMENT
PROJECTS



FOCUS GROUP
DATA

2020 Assessment of Administrative Mechanism

Assessment of Administrative Mechanism (AAM)



- ✓ HRSA requires that all Planning Councils conduct an AAM to evaluate how efficiently and rapidly grantees disburse funding to their EMA.
- ✓ SPEC is tasked with distributing a survey to funded agencies that evaluate their satisfaction with BPHC's activities including request for proposals, contract monitoring, and distribution of funds.
- ✓ SPEC is then responsible for reviewing survey results and writing a report that includes recommendations (if necessary) on how to improve BPHC's administrative process.
- ✓ SPEC presents their recommendations to the Planning Council and requests a motion to vote for the approval of their recommendations.

2020 BPHC Recommendations

- ❑ Review provider invoice records, and then get explanations for outlier needs/ concerns. Want the causes, and report on bi-annual basis
- ❑ Help support Part A funded agencies with the expressed need for salary increase by providing information in trends.
- ❑ Collect more agency level data by having the contract managers collect information on staff satisfaction and retention. To learn why we are losing staff.
- ❑ Change the expectations of when agencies receive the handbook to maybe May, to give BPHC enough time to edit it for current FY. Agencies can still use the scope of work and workplan to move forward the first 2 months.

BOSTON
PUBLIC
HEALTH
COMMISSION



Ryan White Part AAM Response

Ryan White Services Division,
Infectious Disease Bureau
Boston Public Health Commission

Questions/Discussion



Thank you!





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- The anti-stigma video was submitted and accepted as a Creative Art to Fight Stigma project to the 12th International Conference on Stigma (November 15th-19th, 2021) at Howard University.
- The full-length video (13 minutes) will be shown on Friday, Nov 19th, the last day of the Conference on Stigma, at an exact time yet to be determined.
- 8 PC Members involved in the making and filming of the campaign will attend the week-long virtual conference as part of their submission.
- For more information or to register, click here: <http://www.whocanyoutell.org/>

Attendees

12th International Conference
on Stigma



Darren Sack	Tim Young
Shirley Royster	Larry Day
Raymond Rodriguez	Stephen Batchelder
Claudia Cavanaugh	Alfredo Noguera-Brown

Ending the HIV Epidemic

Funding Opportunity

- The EHE Initiative has identified some additional carry-over funding that they would like to make available to PC.
 - Funding could cover such costs as printed materials, advertisements on billboards and/or bus shelters, and other anti-stigma campaign efforts.
-

December – Funding Streams Expo!

- Representatives from RW Part A, B, C, D, F | Housing Opportunities for People with HIV/AIDS (HOPWA) | Medicaid | Medicare
- PC members will be in groups, change from breakout rooms to visit each provider
- Groups will have a scenario about a fake client – provider will explain how their resources could assist in that situation
- Summaries of each funding stream will be posted to Basecamp

OTHER ANNOUNCEMENTS?

This is your chance to spread the word about community events, research studies, or other resources that are related to the Planning Council's work.

EVALUATION AND ADJOURN

Please fill out your
evaluation forms!

11/10/21 Planning
Council Meeting
Evaluation

