



Planning Council Meeting  
Thursday, April 9, 2020  
GoToMeeting Virtual  
4:00 - 6:00pm

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### Summary of Attendance

#### Members Present

Brian Holliday  
Carolyn Smith  
Gertrude Lundy  
Michael Swaney  
Patrick Baum  
Wendy LeBlanc  
Deb Winters  
Richard Swanson  
Stephen Batchelder  
Keith Nolen  
Melissa Hector  
Katie Keating  
Lamar Brown-Noguera  
Lorraine Jones  
Darren Sack  
Christopher Lesley  
Adelina Alves  
Shawwna Smith  
Alison Kirchgasser  
Jose Sostre  
Stephen Corbett  
Robert Giannasca  
Ronald *Jazzzz* Bennett  
Stanley Flores  
Manuel Pires  
Jessica Stewart

Kathy Lituri  
Christopher Cullinan  
Ericka Olivera  
Barry Callis  
Mahara Pinheiro  
Tim Young  
Gelfi Colon  
Hariharan Shanmugam  
Bryan Thomas  
John Fabiano  
Justin Alves

#### Members Present Remotely

#### Members Excused

Raymond Rodriguez  
Margaret Lombe  
George Diaz

#### Members Absent

Stephen Batchelder

#### PCS

Liz Rios  
Masill Miranda  
Tatiana Ramos  
Rinka Murakami

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### Topic A: Welcome and Introductions

Richard Swanson, Planning Council Chair, welcomed everyone, asked members to introduce themselves for the record, and reviewed the ground rules.

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## **Topic B: Review and Approve Meeting Minutes**

The minutes from the meeting of March 12, 2020 were reviewed. Members went on Basecamp to look at the minutes before motioning to approve.

**Motion to Approve: Darren Sack**

**Second: Bryan Thomas**

**Result:** The minutes were approved with ( 3 ) Abstentions

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## **Topic C: Committee Updates**

**Executive (Brian Holliday, Chair Elect):** Exec has discussed ways to keep PC engaged during this virtual stage of meetings. Reflectiveness and member retention were also discussed, as well as the hold on outreach.

**SPEC (Robert Giannasca, Chair):** SPEC had a good turnout where they discussed the Year End Report, recommendations for SPEC and PC next year, and are awaiting AAM results. The AAM was sent out in two parts, including a reminder for those who haven't submitted part one. Due to the COVID-19 situation, responses have been delayed.

**Consumer (Ronald Jazzzz Bennett, Chair):** Consumer had a open forum for PC members who wanted to discuss how they were coping. It was an informal conversation which served as an invitation to connect with one another. Tatiana Ramos, Consumer PCS liaison, gave an update on the anti-stigma campaign.

**NRAC (Darren Sack, Chair):** NRAC was the first committee to transition to virtual meetings, which was successful. An update on surveys returned to PCS was provided and ways to continue to receive complete surveys was also discussed, as well as MAI and funding scenarios.

**MNC (Stephen Corbett, Chair):** MNC has been put on hold as Planning Council cannot do any outreach due to the COVID-19 pandemic, however, members have reached out PC members.

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## **Topic D: Guess Who?**

Tatiana Ramos, PCS Program Manager, led the *Guess Who?* game. Planning Council members shared fun facts about themselves with PCS, and the Planning Council members had to guess who the fun facts were about.

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## **Topic E: Needs Assessment: Consumer Survey Findings**

Rinka Murakami (RM), PCS intern, presented the findings collected from the distribution of consumer surveys during this Council period. The goals of the presentation were to share with Planning Council members the needs of PLWH in the Boston EMA. Lastly, Rinka made recommendations for the Council to consider when allocating funds and constructing a Needs Assessment Plan for the following Planning Council term.

### **Questions/Comments**

- **Planning Council Member (PCM):** Do you look at which services fall short at agencies? Why certain services are not provided at agencies?

- **RM:** Maybe we can look at county data for services.
- **PCM:** Maybe we can look at it through zip code so that we have a neighborhood idea of services being offered or not offered.
- Katie Keating: Can we look at pre-COVID-19 data and post- separately to see if the pandemic has affected the types of responses?
  - RM: Yes, we can present that data in a separate report.

### Action Steps

- ❖ **RM to look at post-COVID-19 data for any differences in results.**
- ❖ **Rinka to collaborate with Katie to create a map of service locations for consumers.**
- ❖ **Chat questions to be addressed offline.**

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### Topic E: Under-Expended (SWEEPS) Presentation & VOTE

John Fabiano and Mahara Pinheiro, NRAC members, reviewed the under-expended funding process. It was explained that the Planning Council is constantly working on allocations from three different fiscal years. John and Mahara explained the types of funds for annual allocation (unexpended, under-expended, and funding scenarios) and described under-expended, better known as SWEEPS. The general timeline for the sweeps process was explained, plus the reasons behind under spending, its consequences, and the benefits of the sweeps process. Lastly, NRAC's recommendations for the Sweeps Process for FY20 were introduced for a vote.

Recommendations include:

- BPHC monitors the provider contracts and “sweeps” up money from providers if they are not spending on schedule.
- BPHC then allocates the sweeps dollars - first within the category from which they came if another provider in that category can absorb them.
- Based on need within and among the categories, the BPHC can feed the dollars through the remaining categories in accordance with the FY20 Priority Setting results established by last year's Planning Council.

### Questions/Comments

- **PCM:** There may be funds unspent because of the COVID-19 situation effecting many agencies. Has HRSA provided any guidance for the left-over funds?
  - **KK:** We've been working closely with agencies to understand their needs and how they're spending. HRSA understands there will be a delay in deliverables and spending, and we're trying to be flexible with agencies. EFA, Housing and Food Banks are categories where there is greater need,

so we're looking into possibly shifting funds. We'll have a better idea after this month after agencies provide information on their current spending.

- **Darren Sack (DS):** We've been discussing this and keeping a close eye on the situation.
- **Guest:** Will there be money coming in for COVID-19 response?
  - **KK:** There is funding coming in for Ryan White's COVID-19 response, but more information to come.
- **Chair:** Should we amend the vote to include COVID-19 considerations?
  - **DS:** It should stay the same as long as RWSD is working with HRSA and updating Planning Council.
  - **KK:** We can re-visit unspent money for the COVID situation as well, if need be.

### **Action Steps**

- ❖ John Fabiano to work with PCS to provide a transcript of the chat box for the questions asked.
- ❖ KK to update Planning Council on HRSA's COVID-19 response.

### **MOTION TO APPROVE NRAC Recommendations for FY20 Under-Expended Dollars as Presented: Mahara Pinheiro**

**Second: Deb Winters**

**Approve: 35**

**Opposed: 0**

**Abstentions: 1**

**Result: MOTION PASSED.**

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### **Topic F: Spending & Client Utilization report**

Katie Keating, Wiona Desir, and Sarah Kuruvilla, Ryan White Services Division (RWSD)/BPHC, presented the Q4 spending and client utilization report. By reviewing the spending, Planning Council members will be more informed on service categories that are underspending, and underutilized, as well as, service categories that are spending at the rate expected. This is important information as we approach the allocations meeting and recommend funds for annual allocation.

### **Action Steps**

- ❖ PC Members to send any questions to PCS.
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## **Topic G: Agency Reports**

The representatives for Medicaid (Alison Kirchgasser), New Hampshire Department of Health and Human Services (NHDHHS) (Christopher Cullinan), Massachusetts Department of Health (MDPH) (Barry Callis), Mayor Walsh's Office (Melissa Hector), Boston Public Health Commission (BPHC)/Ryan White Services Division (RWSD) (Katie Keating) gave agency updates – SEE below.

### **MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH BUREAU OF INFECTIOUS DISEASE AND LABORATORY SCIENCES (BIDLS) OFFICE OF HIV/AIDS (OHA) REPRESENTATIVE: BARRY CALLIS - DIRECTOR OF BEHAVIORAL HEALTH AND INFECTIOUS DISEASE PREVENTION**

- SUPPORTING CONNECTEDNESS AMONG PEOPLE WITH HIV
- ENDING THE HIV EPIDEMIC (EHE) IN SUFFOLK COUNTY FEEDBACK FROM CDC AND HRSA
- NOTICE OF FUNDING OPPORTUNITY FROM CDC FOR EHE (ALL FOUR PILLARS) NEW DUE DATE, FRIDAY, MAY 1, 2020

### **MASSACHUSETTS OFFICE OF MEDICAID (MASSHEALTH) REPRESENTATIVE: ALISON KIRCHGASSER – DIRECTOR OF FEDERAL AND STATE RELATIONS**

- MASSHEALTH WILL NOT END COVERAGE FOR ANY MASSHEALTH MEMBERS WHO WERE ENROLLED AS OF 3/18/20 OR WHO ENROLL AFTER THAT DATE THROUGH ONE MONTH AFTER THE END OF THE EMERGENCY PERIOD (UNLESS A MEMBER VOLUNTARILY DISENROLLS OR MOVES OUT OF STATE).
- ADDITIONAL INFORMATION FOR MEMBERS AND PROVIDERS ABOUT MASSHEALTH'S RESPONSE TO THE COVID CRISIS CAN BE FOUND HERE: [HTTPS://WWW.MASS.GOV/CORONAVIRUS-DISEASE-COVID-19-AND-MASSHEALTH](https://www.mass.gov/coronavirus-disease-covid-19-and-masshealth)

### **NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES, NH CARE PROGRAM REPRESENTATIVE: CHRISTOPHER CULLINAN – DATA ANALYST / ADAP COORDINATOR**

- STAFF ARE MOSTLY WORKING FROM HOME. PLEASE CALL OUR MAIN NUMBER AT 603-271-4502 WITH ANY QUESTIONS OR CONCERNS.
- CLIENT RE-ENROLLMENTS DUE IN APRIL AND MAY MAY BE EXTENDED 30 DAYS AT THE REQUEST OF CLIENTS OR CASE MANAGERS. COLLECTION OF ROI AND OTHER SIGNATURES CAN BE DELAYED WITH CASE MANAGER'S ATTESTATION.
- PRIOR AUTHS FOR MEDICATIONS WILL BE EXTENDED 90 DAYS. EARLY REFILLS ARE BEING APPROVED.
- NH HIV CASE MANAGERS QUARTERLY MEETING WILL BE HELD (BY ZOOM) ON 4/17.

### **BOSTON PUBLIC HEALTH COMMISSION INFECTIOUS DISEASE BUREAU, HIV/AIDS SERVICES DIVISION REPRESENTATIVE: KATIE KEATING – DIRECTOR, RYAN WHITE SERVICES DIVISION**

- BPHC HAS NOT YET RECEIVED IT'S FULL NOTICE OF AWARD BUT EXPECTS IT THIS MONTH.

- RWSD IS WORKING ON UPDATING THE EHE PROPOSAL.
- RWSD HAS BEEN WORKING WITH AGENCIES TO UNDERSTAND HOW THEY'VE HAD TO ADAPT IN RESPONSE TO THE PUBLIC HEALTH EMERGENCY, LEARN ABOUT THEIR NEEDS, AND IDENTIFY WAYS TO BE MORE FLEXIBLE AND SHARE RESOURCES TO SUPPORT THEM AT THIS TIME. WE HOSTED A CALL WITH RW PART A FUNDED AGENCIES IN COLLABORATION WITH CITY OF BOSTON FUNDED HIV SERVICES DURING WHICH DR. ALFRED DEMARIA PROVIDE AN OVERVIEW OF COVID 19 AND WE ADDRESSED COMMON QUESTIONS WE HAVE BEEN RECEIVING . WE TOOK QUESTIONS AND CRI, MA DPH, AND NH DHHS WERE ALSO ON THE CALL TO ANSWER QUESTIONS.
- RWSD HIRED NEW PC III TO SUPPORT THE TEAM. SHE WILL START ON APRIL 13TH.

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### **Topic H: Other Business, Announcements, Evaluation & Adjourn**

Priority Setting Exercise to be sent out via DocuSign to Planning Council, due April 17<sup>th</sup>.

#### **Meeting to Adjourn**

**Motion: Justin Alves**

**Second: Kathy Lituri**

**Result:** The meeting was adjourned.

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