

**Ryan White Part A Planning Council (RWPC) of the Philadelphia EMA
Meeting Minutes
Thursday, May 13, 2010
2 p.m. - 4 p.m.
Office of HIV Planning 340 N. 12th St., Suite 203, Philadelphia, PA 19107**

Present: Tim Barlow, Henry Bennett, Carmell Bolden, William Brawner (Co-Chair), Kevin Burns, Michael Cappuccilli, Ramona Christian, John Churchville, Christopher Coleman, Karen Coleman, Lupe Diaz, Alan Edelstein, Eugenio Garcia, William Gray, Raymond Hayward, Peter Houle, Tyrone Johnson, Kate Kozeniewski, Waleska Maldonado, Tyrone McCray, Ann Ricksecker, Joseph Roderick, Nurit Shein, Ronald Sy, Emery Troy, Wendy Walters, Melvin White, Jacqueline Whitfield

Excused: Christine Ambrose, Dafne Armstrong, Alicia Beatty, Dawna Edwards, Marcelo Fernandez-Viña, Ronda Goldfein, Andrena Ingram, Gerry Keys, Richard Lampkins (Co-Chair), Michael Myers, Eric Paulukonis, Sandra Thompson, Lorrita Wellington, Al Wunder

Absent: Jose Benitez, Nadine Jones, Stanley Kemp, Emmanuel Koku, Brian Langley, Miguel Matos, Patrice Patterson, Jorge Rivera

Guests: Naseem Bazargan (MANNA), Chris Chu (AACO), Ricardo Colon (AACO), Loretta Matus (Congreso), Gary Pinker

Staff: Aneeza Agha, Nicole Johns, Michael Milsop, Briana Morgan, Mari Ross-Russell

Call to Order/Moment of Silence/Introductions:

W. Brawner called the meeting to order at 2:05 p.m. and a moment of silence followed. Those present then introduced themselves.

Approval of Agenda:

W. Brawner presented the agenda for approval. **Motion:** M. Cappuccilli moved, P. Houle seconded to approve the agenda. Motion passed: All in favor.

Approval of Minutes:

W. Brawner presented the April 8, 2010 minutes for approval. **Motion:** T. McCray moved, J. Churchville seconded to approve the minutes from the April 2010 meeting. Motion passed: All in favor.

Public Comment:

None.

Report of Co-Chair:

None.

Report of Staff:

B. Morgan stated that there were business cards available with the Office's Facebook, Twitter, MySpace, and Blogspot account information, and asked those present to hand them out to whomever might be interested.

Points of Integration Update:

N. Shein stated that the workgroup was currently trying to schedule their next meeting.

Report of Committees:

- ***Finance Committee – Nurit Shein, Committee Member***

N. Shein stated that the last committee meeting had been a joint meeting in preparation for Priority Setting in June.

- ***Needs Assessment Committee – Debbie Law, Staff***

D. Law stated that the committee had discussed their town hall results, and that they were still collecting town hall surveys through the website.

- ***Comprehensive Planning Committee – Ann Ricksecker, Co-Chair***

A. Ricksecker stated that they were still working with the Needs Assessment and Finance Committees to develop a draft priority list, and that they would be having the full Priority Setting meeting on June 17. She went on to say that they discussed the factors for each service category extensively, although they did not reach consensus. She added that they were using proportional representation in the scoring to represent everyone's voice. She then noted that there would be another joint meeting on Wednesday, June 2 from 10 a.m. – 1 p.m. where they would finish scoring the factors and prepare for the Priority Setting meeting.

- ***Positive Committee – Melvin White, Co-Chair***

M. White stated that MANNA had given a presentation on nutrition at their previous meeting, and that the committee planned to take part in AIDS Education Month by conducting outreach. He then invited those present to attend their next meeting on Monday, June 14.

- ***Nominations Committee – Kevin Burns, Co-Chair***

K. Burns stated that they had reviewed members with attendance issues and discussed how to reach out to these members to encourage them to attend meetings. He went on to say that they were also in the nominations process for their committee co-chair since W. Brawner had been elected co-chair of the RWPC. He then reminded those present that there were 16 RWPC members that were not connected to a committee although this is a requirement of membership. He asked anyone wishing to join a committee to contact D. Law. He next explained that the group had worked on developing a survey on membership satisfaction, since they deal with recruiting new members and retaining current members. He went on to say that they also planned to look at ways to be more welcoming to members, and to improve efficiency and communications year after year. He then stated that they would be working on a draft survey at their June meeting, and that they would be inviting all committee co-chairs

to their July meeting to provide input. He added that they planned to distribute the survey in August and present the results at the September RWPC meeting.

- ***Policy and Procedures Committee – Tyrone McCray, Chair***

T. McCray stated that the committee had had a meeting scheduled the previous day, and that no one had attended. He went on to say that the committee meets on an as-needed basis to modify the bylaws, and there are attendance standards that must be met. He explained that, even though they had only had three scheduled meetings since February 2009, their work is no less important than that of the other committees. He went on to say that this affects the RWPC as a whole and therefore the lives of PLWHA. He finally invited current members of the committee and other RWPC members to attend the meeting on June 9 from 12 p.m. – 1 p.m.

Old Business:

H. Bennett asked if T. McCoy would still be a voting member of the RWPC even though he resigned as co-chair. M. Ross-Russell replied that he had resigned as a member of the RWPC, but that the meetings were open to the public so he could attend any meetings he would like. H. Bennett asked if he could be nominated for membership again. M. Ross-Russell replied that any members resigning from the RWPC were eligible to reapply for RWPC membership. H. Bennett then stated that he planned to speak with T. McCoy because he had been a valuable member of the RWPC.

A. Ricksecker stated that she was not at the meeting where T. McCoy resigned, and asked if there was a formal letter that had been sent acknowledging his service. **Motion: A. Ricksecker moved, R. Christian seconded to send him such a letter with a friendly amendment that he would be welcome back whenever he wants from H. Bennett. Motion passed: 26 in favor, 0 passed, 0 abstentions.**

R. Hayward stated that the Office had gone to each area of the EMA for the town halls, and that it was nice to see that there was increased involvement. He thanked N. Johns and M. Milsop for their work on the town halls.

New Business:

W. Walters encouraged as many members of the RWPC as possible to attend the Prevention Summit.

R. Christian asked about an audit on the Department of Health. She then questioned whether this would affect the RWPC. W. Brawner replied that the RWPC did not have a part in that process. M. Ross-Russell explained that the role of the RWPC is to allocate funds, and to ensure that the funding for the service categories is allocated as planned by the body. She added that they are also responsible for monitoring the administrative mechanism, which meant that they were to ensure that the funding was distributed rapidly and as laid out in their plans. She noted that they were not permitted to monitor the subcontracts, and that the audit issues fell under AACO's purview.

Announcements:

J. Churchville stated that there would be a screening of “25 to Life,” a film about William Brawner, on May 25 at the Painted Bride.

A. Ricksecker stated that the All Titles Summit would be held at the Community College in Harrisburg. September 27-28. She noted that there would be calls for papers and abstracts, and that OHP had presented on the Points of Integration Workgroup the previous year.

K. Kozeniewski stated that there would be a Consumer Feedback Group on state budget issues at Action AIDS the coming Tuesday at 12 p.m.

Adjournment:

Motion: K. Burns moved, T. McCray seconded to adjourn the meeting at 2:32 p.m.

Motion passed: All in favor.

Respectfully Submitted,

Briana L. Morgan, Staff

Handouts Distributed at the Meeting:

- Meeting Agenda
- Meeting Minutes from April 8, 2010
- OHP Calendar

Philadelphia EMA Ryan White Part A Planning Council

Thursday, May 13, 2010 2:00-4:00 pm

Call to Order/ Moment of Silence

Introductions

Approval of Agenda

Approval of Minutes (*from April 8, 2010*):

Public Comment

Report of Co-Chair

Report of Staff

Action Items: *None*

Discussion Items: *None*

Points of Integration Update

Report of Committees

- Finance Committee – Alan Edelstein, Chair
- Needs Assessment Committee—Christine Ambrose, Co-Chair
- Comprehensive Planning Committee—Ann Ricksecker, Co-Chair
- Positive Committee—Melvin White, Co-Chair
- Nominations Committee—Kevin Burns, Co-Chair
- Policy and Procedures Committee—Tyrone McCray, Chair

Old Business

New Business

Announcements

Adjournment

PLEASE TURN ALL CELLPHONES AND PAGERS TO SILENT OR VIBRATE.

The next meeting of the Planning Council will be Thursday, June 10, 2010 from 2-4pm at 340 N. 12th Street, Suite 203, Philadelphia, PA 19107. Please refer to the Office of HIV Planning calendar of events for committee meetings & updates (www.hivphilly.org/calendar.html). If you require any special assistance, please contact the office at least 5 days in advance.

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Thursday, April 8, 2010
2 p.m. - 4 p.m.
Office of HIV Planning 340 N. 12th St., Suite 203, Philadelphia, PA 19107**

Present: Christine Ambrose, Dafne Armstrong, Alicia Beatty, Jose Benitez, Henry Bennett, William Brawner, Kevin Burns, Michael Cappuccilli, Ramona Christian, John Churchville, Christopher Coleman, Karen Coleman, Lupe Diaz, Alan Edelstein, Marcelo Fernandez-Viña, Eugenio Garcia, William Gray, Andrena Ingram, Gerry Keys, Richard Lampkins (Co-Chair), Waleska Maldonado, Tyrone McCray, Michael Myers, Eric Paulukonis, Ann Ricksecker, Joseph Roderick, Nurit Shein, Craig Taylor, Sandra Thompson, Wendy Walters, Lorrita Wellington, Jacqueline Whitfield, Al Wunder

Excused: Tim Barlow, Carmell Bolden, Dawna Edwards, Peter Houle, Nadine Jones, Kate Kozeniewski

Absent: Ronda Goldfein, Raymond Hayward, Tyrone Johnson, Stanley Kemp, Emmanuel Koku, Brian Langley, Miguel Matos, Patrice Patterson, Jorge Rivera, Ronald Sy, Emery Troy, Melvin White

Guests: Naseem Bazargan (MANNA), Chris Chu (AACO), Rick Colon (AACO), Terry Davis (Tibotec Therapeutics), Brenda Jenkins, Loretta Matus, Jim McNamara (VIIV Healthcare)

Staff: Aneeza Agha, Nicole Johns, Michael Milsop, Briana Morgan, Mari Ross-Russell

Call to Order/Moment of Silence/Introductions:

R. Lampkins called the meeting to order at 2:21 p.m. and a moment of silence followed. Those present then introduced themselves.

Approval of Agenda:

R. Lampkins presented the agenda for approval. **Motion:** J. Churchville moved, C. Ambrose seconded to approve the agenda. **Motion passed:** All in favor.

Approval of Minutes:

R. Lampkins presented the March 11, 2010 and March 17, 2010 minutes for approval. S. Thompson stated that she should be excused rather than absent on the March 17 minutes. **Motion:** G. Keys moved, J. Whitfield seconded to approve the minutes from the March 2010 meetings as amended. **Motion passed:** All in favor.

Public Comment:

None.

Report of Co-Chair:

None.

Report of Staff:

N. Johns welcomed the new RWPC members to their first official meeting. R. Lampkins also welcomed the new members, and encouraged them to ask questions of other RWPC members as well as Office staff.

Action Items:

• **Allocations**

A. Edelstein stated that they would be discussing the allocations plan for the current year, encouraging new members in particular to ask questions about anything they did not understand. He directed those present to review the allocations plan (*see – attached spreadsheets*), noting that they had received the supplemental award earlier this week. He stated that they had an increase of 3.2599% in the Philadelphia EMA, and credited those that prepared the application for this increase. He noted that a part of the application was a description of how they planned to find those that are not aware of their status and are not currently in the system of care. He then explained that they had drafted allocations plans for level funding, a 5% decrease, and a 10% increase during the previous summer. He stated that the 3.2599% increase was closer to the level-funding scenario than the other two options, so they based the current proposal for an allocations plan on the level-funding plan. He next reminded the group that they had voted to include HIV cases in the regional funding split, since the HIV data in Philadelphia was now mature. He noted that the PA Counties had planned to allocate \$50,000 to nutritional services under a level-funding plan, and that New Jersey had decided to reallocate funding to legal services and food bank/home-delivered meals under their level-funding plan.

R. Colon then explained that Philadelphia was experiencing a severe deficit in prevention funding, and that the grantee was proposing that the increase in Philadelphia be allocated to early intervention services (*see – attached handout*). He added that their funding for future years would also be contingent on their ability to find new positives. A. Edelstein stated that this request had been brought before the Finance Committee, and that they had found this request reasonable. **Motion:** The Finance Committee moved to accept the allocations plans as laid out in Column C on the PA Counties and New Jersey spreadsheets, and as laid out in Column D on the Philadelphia spreadsheet, with the condition that they revisit the allocation plans if the grantee receives an influx of additional funding through Part B.

Discussion on the motion:

A. Ricksecker stated that the shift in the percentages of funding between the regions of the EMA due to the inclusion of HIV cases had caused an increase in the PA Counties and New Jersey. She went on to say that they were able to do this cost-shifting into early intervention services because this had only recently become a Part A service category. She concluded that she was glad that Part A was capable of filling a gap caused by the state.

J. Benitez stated that this was an excellent plan to fill in gaps on the grantee's part. He went on to say that RWPC had discussed the way that Part B gets planned about one year prior, and that the Planning Council does not have much of a voice in that process. He then explained that they were planning for something that was happening to them because of the state, and that this demonstrated the gap between planning for the city and the state.

A community member asked if Philadelphia was included in the Part B funding. A. Edelstein replied that it was, and that the state is organized into regional consortia. He noted that AACO acted as the grantee for southeastern PA. A. Wunder then clarified that she had been asking about the PA Counties spreadsheet. A. Edelstein explained that the RWPC had decided many years ago that there are great differences between areas of the EMA, so they do allocations for Southern New Jersey, the suburban PA Counties, and Philadelphia separately.

C. Ambrose asked why they would not just proportionally increase funding for all services if they believed they would get additional funding through Part B. A. Edelstein replied that they did not yet have any information on Part B, so the grantee could not make decisions on how to use Part B funding.

Motion passed: 28 in favor, 0 opposed, 2 abstentions.

• **Co-Chair Elections**

N. Johns stated that they had opened nominations for the vacant RWPC co-chair position at the previous meeting, and that they could still take any new nominations now. She then pointed out statements from both co-chair nominees included in the meeting packets (*see attached handouts*). A. Wunder asked how long the term would be for the new co-chair. N. Johns replied that it would be a two-year term beginning today. She then stated that the nominees could address the RWPC if they chose. J. Whitfield declined. W. Brawner then began his statement, saying that he has been positive for 29 years and had received many of the services they discuss. He went on to say that this would be more than a position for him, and that as a consumer and provider of services he felt that this was the next natural step. N. Johns then clarified that the term of the position would fill out the length of the co-chair's term that had just resigned, and that he had been re-elected in October.

N. Johns then passed ballots out to the group. R. Lampkins stated that they would continue with the meeting while they filled out their ballots.

Points of Integration Update:

No report.

Report of Committees:

- **Finance Committee – Alan Edelstein, Chair**

No report.

- ***Needs Assessment Committee – Christine Ambrose, Co-Chair***

C. Ambrose stated that they would be hosting a joint pre-Priority Setting meeting on the coming Monday from 2 p.m. – 4 p.m., and that all were welcome. She went on to say that Office staff had already conducted the two Philadelphia town halls, with one at Action AIDS and the other at BEBASHI. She noted that the PA Counties and New Jersey would have town halls later in the month.

- ***Comprehensive Planning Committee – Karen Coleman, Co-Chair***

K. Coleman reminded those present that the pre-Priority Setting meeting would be held on Monday, and encouraged all interested parties to attend.

- ***Positive Committee – Wendy Walters, Co-Chair***

W. Walters stated that the committee's next meeting would be on the following Monday at 12 p.m.

- ***Nominations Committee – Kevin Burns, Co-Chair***

K. Burns stated that the committee had not met this month, but welcomed new members to attend their meeting on Thursday, May 13 at 12 p.m.

- ***Policy and Procedures Committee – Tyrone McCray, Chair***

T. McCray stated that their committee had held their first meeting since February 2009. He noted that they would be meeting on Wednesday, May 12 at 12 p.m. to discuss language regarding the enforcement of the subcommittee attendance policy. He then welcomed new members to attend the next committee meeting.

- **Co-Chair Elections, cont.**

N. Johns announced that W. Brawner had been elected co-chair of the RWPC. R. Lampkins then thanked J. Whitfield for running, and emphasized the importance of the contributions she makes to the RWPC.

Old Business:

None.

New Business:

None.

Announcements:

A. McCarthy stated that all those present had been handed a flier for a new, free website for HIV case managers that allowed them to quickly download fact sheets for clients based on demographic information. He stated that this would also allow case managers to track their credits for trainings to send to their supervisors. He added that the site was in English, but that there were fact sheets in Spanish as well. He then stated that he would be happy to come to any agencies to help staff learn how to use the site. W. Walters asked if this was open to people that do not work in the field. A. McCarthy replied that the site is not targeted toward consumers, but that anyone could register.

Adjournment:

Motion: T. McCray moved, R. Christian seconded to adjourn the meeting at 3:12 p.m.

Motion passed: All in favor.

Respectfully Submitted,

Briana L. Morgan, Staff

Handouts Distributed at the Meeting:

- Meeting Agenda
- Meeting Minutes from March 11, 2010
- Meeting Minutes from March 17, 2010
- Allocations Spreadsheets (5)
- Grantee Recommendation for Adoption of Alternative Philadelphia Allocations Plan
- Co-Chair Biographies (2)
- OHP Calendar

DRAFT