

---

**Philadelphia HIV Integrated Planning Council**

**Meeting Minutes of**

---

**Thursday, July 31st, 2025**

**2:00 p.m. – 4:30 p.m.**

Office of HIV Planning, 340 N. 12<sup>th</sup> St., Suite 320, Philadelphia PA 19107

**Present:** Juan Baez, Veronica Brisco, Keith Carter, Nikeshia Deal, José Demarco, Lupe Diaz (Co-Chair), James Ealy, Pamela Gorman, Sharee Heaven (Co-Chair), Jeffery Haskins, Nafisah Houston, José Lugo, Alecia Manley, Loretta Matus, Patrick Mukinay, Juju Myahwegi, Peggy Neumann, Carolyn Rainey, Stacy Smith, Clint Steib, Desiree Surplus, Evan Thornburg (Co-Chair)

**Excused:** Tariem Burroughs, Debra D'Alessandro, Nicola D'Souza, Dena Lewis-Salley, Xu Xandro

**Guests:** Ameenah Mccann-Woods, Avis Scott, Lamar willing

**Staff:** Tiffany Dominique, Debbie Law, Mari Ross-Russell, Kevin Trinh, Sofia Moletteri

**Call to Order:** L. Diaz called the meeting to order at 2:05 p.m.

**Introductions:** L. Diaz skipped introductions.

**Approval of Agenda:**

L. Diaz referred to the July 2025 Emergency HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. **Motion: K. Carter motioned; L. Matus seconded to approve the July 2025 Emergency HIPC agenda via a Zoom poll. Motion passed: 18 in favor, 3 abstained.** The July Emergency 2025 HIPC agenda was approved.

**Report of Co-Chairs:**

S. Heaven announced the mayor had appointed her supervisor as deputy director. She felt the appointment bode well for the stability of the organization and the future of people living with HIV (PLWH).

**Report of Staff:**

S. Moletteri said they need each member to submit their confidentiality and conflict of interest forms. Each member would receive an email from Adobe with the forms to sign. The first confidentiality agreement authorized the Office of HIV Planning/HIV Integrated Planning Council (Planning Council) to release confidential HIV-related and demographic information to the Health Commissioner's Office, the Department of Public Health, and HRSA for the purpose of meeting federal and/or local mandates. The second confidentiality form asked members to agree to protect the identity and privacy of existing members. The conflict of interest form ensured each member's conflict of interest information was updated before the allocations meetings.

M. Ross-Russell said they were negotiating with HRSA HIV AIDS Bureau on the listening sessions. She said they were to host the sessions in August and were trying to ensure the sessions were respectful to the members' privacy.

**Action Item:**

***-Allocations Spreadsheet Review-***

A. Edelstein, the co-chair of the Finance Committee, would present the FY25-26 Budget Spreadsheets. He said each region had a funding reduction of 0.57%/\$119,574. Funding for direct services was reduced by \$100,869.

M. Ross-Russell said the Planning Council, once they received their award, would adhere to a budget plan closest to the award amount. These budget plans were determined in August of 2024 by the Planning Council as part of their yearly allocations process. M. Ross-Russell displayed the level funding budget plans since the award amount was closest to the level budget plan.

Philadelphia County had lost \$87,496 based on a 0.59% decrease to the award. DHH was proposing that this amount be taken out of Emergency Financial Assistance (EFA) Pharmacy. The service had not been utilized since November 2024, and DHH anticipated the trend would continue. DHH had proposed the reduction in EFA-Pharma so all other services in Philadelphia would be funded at their current amounts from last year.

The Pennsylvania Counties had a reduction of \$43,498 in funding. The reduction was based on a 0.59% decrease to the award. DHH recommended funding be taken out of Ambulatory Care due to the closure of two service providers within the region. DHH noted that the recommended reductions in Ambulatory Care would allow the region to continue funding other services at last year's funding amounts.

The NJ Counties had an increase of \$30,126 to their funding. The increase in funding was to meet the increased number of people with HIV (PLWH) in the EMA's NJ counties. The level funding budget, as was created last year, was to make proportional changes to the funding, so the \$30,126 would be distributed proportionally across all funded services.

The three budgets mentioned for each region by A. Edelstein were reviewed and forwarded to HIPC by the Finance Committee, so there was already a standing motion from the Finance Committee.

**Motion:** A. Edelstein motioned to approve the two Philadelphia's and PA Counties' budgets proposed by the Division of HIV Health (DHH) and the NJ Counties' level funding budget with the Finance Committee's recommendation for approval.

D. Surplus: In Favor  
J. Haskins: In Favor  
J. Ealy: In Favor  
J. Demarco: In Favor  
J. Baez: In Favor  
J. Myahwegi: In Favor

N. Houston: In Favor  
L. Matus: In Favor  
P. Gorman: In Favor  
S. Smith: In Favor  
V. Brisco: In Favor  
A. Manley: In Favor  
L. Diaz: Abstained  
K. Carter: In Favor  
S. Heaven: Abstained  
C. Rainey: In Favor  
C. Steib: In Favor  
E. Thornburg: Abstained  
P. Mukinay : In Favor  
Alan In : In Favor

**Motion Passed:** 17 in favor, 3 abstained. The motion to approve the three regional budgets was passed.

The Minority AIDS Initiative (MAI) was a type of funding under Ryan White Part A. A. Edelstein said the funding was previously separate from Ryan White funding. For FY25-26, Philadelphia County there was a cut of \$10,967 in funding compared to the previous fiscal year. MAI funded only Ambulatory Outpatient Care and Medical Case Management, and the budget scenario called for a proportional decrease.

**Motion:** A. Edelstein motioned to approve the proposed Minority AIDS Initiative budget with the Finance Committee's recommendation for approval.

D. Surplus: In Favor  
J. Haskins: In Favor  
J. Ealy: In Favor  
J. Demarco: In Favor  
J. Baez: In Favor  
J. Myahwegi: In Favor  
N. Houston: In Favor  
L. Matus: In Favor  
P. Gorman: In Favor  
S. Smith: In Favor  
V. Brisco: In Favor  
A. Manley: In Favor  
L. Diaz: Abstained  
K. Carter: In Favor  
S. Heaven: Abstained  
C. Rainey: In Favor  
C. Steib: In Favor  
E. Thornburg: Abstained

P. Mukinay : In Favor  
A. Edelstein : In favor

**Motion Passed:** 17 in favor, 3 abstained. The motion to approve the proposed MAI budget with the Finance Committee's recommendation was passed.

Systemwide Services were services which affected the whole EMA. Certain services within Systemwide services were prohibited from receiving more than a threshold amount of the total award. For example, Quality Management services were not allowed more than 5% of the total award.

**Motion:** A. Edelstein motioned to approve the proposed Systemwide budget with the Finance Committee's recommendation.

D. Surplus: In Favor  
J. Haskins: In Favor  
J. Ealy: In Favor  
J. Demarco: In Favor  
J. Baez: In Favor  
J. Myahwegi: In Favor  
N. Houston: In Favor  
L. Matus: In Favor  
P. Gorman: In Favor  
S. Smith: In Favor  
V. Brisco: In Favor  
A. Manley: In Favor  
L. Diaz: Abstained  
K. Carter: In Favor  
S. Heaven: Abstained  
C. Rainey: In Favor  
C. Steib: In Favor  
E. Thornburg: Abstained  
P. Mukinay : In Favor  
Alan In : In Favor

**Motion Passed:** 17 in favor, 2 abstained. The motion to approve the proposed Systemwide budget with the Finance Committee's recommendation was passed.

**Discussion Item:**

***-FY26-27 Allocations Process Preparation-***

M. Ross-Russell said they were to start the allocations process in August. The process would be four days of meetings. The first day would be a meeting focused on data. This would be followed by three days focused on each region. She encouraged the planning members to attend the data focused meeting as it would inform their decision making in the days following. A poll would be sent to learn which days would be best for the allocations process. She emphasized that all

members, including recommended members, should attend these meetings because they valued each member's input even if they were currently not allowed to vote.

Each member was asked to attend at least two meetings: the data focused meeting and another focused on the region they represent. Each meeting would be scheduled from 12pm to 4pm. She asked each member to have their lunch ready on those days. The planning council members would be notified on the specific dates via email. The allocations materials would be posted on the OHP website.

**Committee Reports:**

The committee reports were postponed due to time constraints.

**Adjournment:**

L. Diaz called for a motion to adjourn. **Motion: K. Carter motioned, C. Steib seconded to adjourn the July 2025 Emergency HIPC meeting. Motion passed: Meeting adjourned at 3:15 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- July 31st, 2025 HIPC Agenda
- FY2025 Budget Spreadsheets