
Philadelphia HIV Integrated Planning Council

**Meeting Minutes of
Thursday, August 14th, 2025
2:00 p.m. – 4:30 p.m.**

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

Present: Juan Baez, Veronica Brisco, Michael Cappucilli, Keith Carter, Debra D'Alessandro, Lupe Diaz (Co-Chair), James Ealy, Alan Edelstein, Jeffery Haskins, Sharee Heaven (Co-Chair), Nafisah Houston, Dena Lewis-Salley, Alecia Manley, Patrick Mukinay, Juju Myahwegi, Peggy Neumann,Carolynn Rainey, AJ Scruggs, Stacey Smith, Desiree Surplus, Evan Thornburg (Co-Chair)

Excused: Tariem Burroughs, Gus Grannan, Clint Steib, Nicola D'Souza, Xu Xandro

Guests: Tyrik Dean, Stanton Jacinto, Jose Lugo, Ameenah McCann-Woods (DHH), Amy Onorato, Blake A. Rowley (Gilead)

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

Call to Order: L. Diaz called the meeting to order at 2:04 p.m.

Introductions: L. Diaz asked everyone to introduce themselves.

Approval of Agenda:

L. Diaz referred to the August 2025 HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. **Motion:** K. Carter motioned; M. Cappuccilli seconded to approve the August 2025 HIPC agenda via a Zoom poll. **Motion passed:** 15 in favor, 4 abstained. The August 2025 HIPC agenda was approved.

Approval of Minutes (July 10th and July 31st, 2025):

L. Diaz referred to the July 10th and July 31st 2025 HIPC meeting minutes and asked for a motion to approve. **Motion:** J. Ealy motioned; D. Surplus seconded to approve the July 10th and July 31st HIPC minutes via a Zoom poll. **Motion passed:** 15 in favor, 3 abstained. The July 10th and July 31st 2025 HIPC meeting minutes were approved.

Report of Co-Chairs:

None.

Report of Staff:

M. Ross-Russell said she was awaiting S. Heaven's response to her question of whether she could send HRSA her contact information for the co-chair HRSA listening session. She thanked all the Council members who attended the Allocations meetings.

S. Moletteri reported that the PA State Integrated Plan team would begin giving an update on the Integrated Plan at each HIPC meeting.

Action Item:

-Allocations Budgets and Directive-

A. Edelstein, co-chair of the Finance Committee, reviewed each regional budget plan starting with the NJ Counties. The Counties had received an increase in funding of \$171,544 due to their increased share in the epidemic. The NJ Counties Level Funding budget would keep all funded service categories as currently allocated in FY2025 with \$150,000 of the \$171,544 increase to be allocated to Medical Case Management and the remaining \$21,544 to be allocated to Transportation Services. The 5% Decrease budget plan would be working off from the New Level budget. All funded service categories were to be proportionately decreased by 5% by \$126,545 with the exception of Medical Case Management Services and Transportation Services. The 5% Increase Funding budget would increase all funded service categories proportionately by \$126,546.

The PA Counties Level Funding budget would fund service categories as currently allocated in FY2025 with the \$128,269 increase distributed proportionately. The 5% Decrease Funding budget would proportionately decrease all funded service categories by \$181,359. The 5% Increase Funding Budget would increase all funded services proportionately by \$181,359.

The Philadelphia County Level Funding budget would fund all service categories as currently allocated in FY2025. Philadelphia would be facing a reduction of \$299,813 that would be subtracted proportionately across all funded service categories. The 5% Decrease Plan would proportionately decrease all service categories by \$574,629. The 5% Increase Plan would proportionately increase all service categories by \$574,629.

After reviewing the regional budget plans, A. Edelstein reviewed the directive from the Philadelphia Eligible Metropolitan Area (EMA). The directive from HIPC to the Division of HIV Health (DHH) was to ensure publicized trainings for Case Managers and other providers who work closely with clients. HIPC wanted DHH to communicate work requirements/notable changes to federally funded programs. The directive requested that DHH reported back to HIPC with progress on trainings within the fiscal year.

Motion: A. Edelstein motioned; J. Ealy seconded to approve the three regional budgets and the directive.

A. Edelstein: In Favor
J. Ealy: In Favor
A. Manley: In Favor
C. Rainey: In Favor
D. D'Alessandro: In Favor
D. Lewis-Salley: In Favor
D. Surplus: In Favor
E. Thornburg: Abstained

J. Haskins : In Favor
J. Baez: In Favor
K. Carter: In Favor
M. Cappuccilli: In Favor
P. Mukinay: In Favor
N. Houston: In Favor
S. Smith: In Favor
J. Myahwegi: In Favor
V. Brisco: In Favor
S. Heaven: Abstained
L. Diaz: Abstained
A. Scruggs: In Favor

Motion Passed: 17 in Favor, 3 abstained. The motion to approve the three regional budgets and the directive was passed.

A. Edelstein reviewed the Minority AIDS Initiative (MAI) and Systemwide budgets. He said they would proportionally increase or decrease all funded services depending on the award they would receive.

Motion: A. Edelstein motioned; K. Carter seconded to approve the MAI and Systemwide budgets.

A. Edelstein: In Favor
J. Ealy: In Favor
A. Manley: In Favor
C. Rainey: In Favor
D. D'Alessandro: In Favor
D. Lewis-Salley: In Favor
D. Surplus: In Favor
E. Thornburg: Abstained
J. Haskins : In Favor
J. Baez: In Favor
K. Carter: In Favor
M. Cappuccilli: In Favor
P. Mukinay: In Favor
N. Houston: In Favor
S. Smith: In Favor
J. Myahwegi: In Favor
V. Brisco: In Favor
S. Heaven: Abstained
L. Diaz: Abstained
A. Scruggs: In Favor

Motion Passed: 17 in Favor, 3 abstained. The motion to approve the three regional budgets and the directive was passed.

A. Edelstein invited the HIPC members to join the Finance Committee. He said it was necessary as HIPC members were reaching their term limits.

Discussion Item:

-HRSA Listening Session-

M. Ross-Russell assured the recommended members that they were still trying to get their appointment letters and trying to advance the process at the Mayor's Office. HRSA had told M. Ross-Russell the meeting would be a hybrid meeting. Participants still needed to register for the meeting. The listening session was scheduled for Tuesday, August 19th from 11:00 AM to 12:30 PM ET. For co-chairs, HRSA asked them to arrive at the meeting at 10 AM for a co-chair session.

J. Ealy asked if this listening session would be the only meeting. M. Ross-Russell said the August 19th meeting was the only meeting taking place in the Mid Atlantic and that there would be nine total sessions across the country. The listening session would take place at City Hall in Philadelphia. T. Dominique asked if they needed a real ID to enter the meeting. E. Thornburg replied they could use any ID.

K. Carter asked what the goal of the listening session was. The document sent to HIPC stated the purpose of the listening session was to engage the community as part of the Ryan White Program 2030 (RWP). Announced in 2024, the RWP 2030 framework was designed to sustain high-quality care and treatment for people receiving Ryan White (RW) services. The listening sessions' goal was to establish and strengthen partnerships, prioritize engagement and use focused interventions to end the HIV epidemic. The topics covered at the listening would be innovative approaches, outreach and engagement strategies for people with HIV who were out of care, expanding partnership efforts, barriers and opportunities, and tools to support planning bodies/planning councils.

M. Ross-Russell stated the OHP staff would not be participating in the listening session. V. Brisco asked why this was the case. M. Ross-Russell said she was told these sessions were for the planning council and not targeted towards OHP staff. Attendance was encouraged but not mandatory. C. Rainey asked if the meetings were interactive and if people who participated virtually had the ability to interact at the meeting. M. Ross-Russell said the meeting was interactive and people who attended virtually should be able to participate.

-Co-Chair Election-

L. Diaz said she was about to reach her term limit and HIPC needed to nominate a co-chair. M. Ross-Russell said the members needed to have one year of attendance in good standing before they could be nominated for election. The HIPC co-chair could not be a subcommittee co-chair. L. Diaz described the responsibilities of the co-chair position such as facilitating discussions, meet and plan with the OHP staff and project officers.

No nominations were made during the meeting. The Planning Council would wait at least 30 days after a nomination before they voted on a new co-chair.

Committee Reports:

-Executive Committee-

None.

-Finance Committee-

None.

-Nominations Committee-

None.

-Positive Committee-

K. Carter said the Positive Committee had met on the second Monday of every month.

-Comprehensive Planning Committee-

None.

-Prevention Committee-

J. Ealy urged the HIPC members to attend the CPC meeting on August 21st. He said they were canceling their meeting on August 27th and encouraging the members to attend the CPC meeting instead.

Other Business:

None.

Announcements:

T. Dominique announced that on September 1st, SNAP would require clients to prove they were working 20 hours per week to keep their benefits. She then said there were exceptions if the clients met certain criteria.

L. Diaz announced M. Ross-Russell would be retiring on September 19th. The members congratulated her and applauded her 38 years of service.

Adjournment:

L. Diaz called for a motion to adjourn. **Motion: J. Haskins motioned, L. Matus seconded to adjourn the August 2025 HIPC meeting. Motion passed: Meeting adjourned at 3:17 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- August 2025 HIPC Agenda
- July 2025 HIPC Committee Meeting Minutes
- Allocations Budgets and Directive form