
VIRTUAL: Comprehensive Planning Committee

Meeting Minutes of

Wednesday, August 21st, 2025

2:00 p.m. – 4:00 p.m.

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

Present: Keith Carter, Debra D'Alessandro (Co-Chair), James Ealy, Pamela Gorman, Gus Grannan (Co-Chair), Nafisah Houston, Patrick Mukinay, Shakeera Wynne

Excused: Juju Myawegi

Guests: Brian Hernandez, Laura Silverman (DHH)

Staff: Tiffany Dominique, Sofia Moletteri, Kevin Trinh

Call to Order/Introductions: G. Grannan called the meeting to order at 2:05 p.m. He skipped introductions.

Approval of Agenda:

G. Grannan referred to the August 2025 Comprehensive Planning Committee (CPC) agenda and asked for a motion to approve. **Motion:** K. Carter motioned; J. Ealy seconded to approve the August 2025 CPC agenda via Zoom poll. **Motion passed: 5 in favor.** The August 2025 CPC agenda was approved.

Approval of Minutes (July 31st, 2025):

G. Grannan referred to the July 2025 CPC/Prevention Committee Meeting minutes. **Motion:** K. Carter motioned; J. Ealy seconded to approve the July 2025 CPC/Prevention Committee meeting minutes via a Zoom poll. **Motion passed: 6 in favor.** The July 2025 CPC/Prevention Committee meeting minutes were approved.

Report of Co-chairs:

G. Grannan reported they had completed the Allocations Process for the next fiscal year.

D. D'Alessandro reminded the committee members that they were still looking for a member to take G. Grannan's co-chair position. G. Grannan's membership term would end next month.

Report of Staff:

S. Moletteri reported the Office of HIV Planning (OHP) would be tabling at a teen hygiene health event to recruit new HIV Integrated Planning Council (HIPC) members. They then announced the August Prevention Committee would be canceled. Because of this, the Prevention Committee members had been invited to attend this meeting.

Discussion Item:

-Needs Assessment-

S. Moletteri said the purpose of the meeting was to receive input from the committee members about the details of the Needs Assessment. They said they were to use the Needs Assessment to collect information for HIPC and to generate ideas for focus groups.

S. Moletteri reviewed a timeline of the events and the steps needed to complete the Needs Assessment. In June 2025, the committee had decided they would host a town hall as part of the Needs Assessment. In July 2025, the Positive Committee, CPC, and the Prevention Committee had identified possible topic areas using the Priority Setting data.

Today, the committee would be reviewing the draft agenda to ensure the direction of the assessment was correct. J. Ealy asked if the townhall would be exclusively in-person or hybrid. S. Moletteri said they had been having discussions about this topic. If they decide to have the town hall in-person, they need to be mindful of attendants who may not consent to be recorded on camera. K. Carter suggested having the camera centered on only the presenters. D. D'Alessandro suggested having a virtual townhall for all three regions. G. Grannan said some people may not even be comfortable with their voice recorded as they were targets of stigma or discrimination. K. Carter suggested confidentiality forms to determine if a person should be filmed. J. Ealy suggested having a second meeting for each region. Then one meeting would be exclusively in-person while the other would be a virtual meeting. He said he had remembered an event where they placed stickers on people who had not wanted to be filmed. When footage of the event was edited, people with stickers were edited out. P. Gorman said people from New Jersey were less likely to attend the town hall if it was in Philadelphia. She said the committee needed to think of how to incentivize people to attend. For example, people were more likely to attend if they knew there was food being served. K. Carter suggested giving small trinkets to persuade people to attend. S. Moletteri explained that editing people out of the recording might be difficult. Additionally, presentations were not the focal point of the town halls, so keeping the camera only on presentations would also be difficult. The group discussed how 3 additional, virtual, town halls might not be feasible. The group finally decided to host a fourth, "catch-all" virtual town hall where people could attend virtually from all three regions. This would be last and be informed by the previous three, in-person town halls.

For the logistic portion of the Needs Assessment, confirmation of the budget, fiscal sponsorship, locations, catering, agenda, presentation/speakers/facilitators, transportation and analysis plan were in process. For the design material portion of the Needs Assessment, S. Moletteri confirmed they had reviewed and updated the previous surveys. By October or November, they planned to develop materials such as survey tools and flyers. OHP staff wanted to create a data entry tool and have a data entry test. They would then pilot test the survey with the Positive Committee. Upon completion of the test they would then finalize the registration, demographic survey tools and presentations before the town hall. Registration would be required and attendance was anticipated to be capped at 25-32 people per location.

S. Moletteri said the next step was recruiting participants. They thanked all the members for leveraging their connections to recruit participants for the townhall. S. Moletteri would use any existing network and their newsletter to recruit for the townhall. They would encourage DHH and HIPC members to send out flyers to their networks about the town hall.

Between December 2025 and January 2026, they would schedule a walk-through visit at each location to ensure all their needs were going to be met. S. Moletteri said it was preferable that they inspected each location a week before the town hall meeting. They were to send out reminders to participants about their involvement.

Starting in December 2025, they would have the Philadelphia Town Hall first and the other town halls in January. Regretfully, S. Moletteri said they would need to host the town halls during the colder months of the year and this may affect attendance. This was so they could include the results from the town hall within the Integrated Plan.

After each townhall, the OHP staff would enter in the survey information for analysis. They would gather the responses from the feedback survey and hold a staff meeting to discuss the data. Using information from the surveys, they would implement lessons learned in future townhalls and or focus groups. In February 2026, they would analyze the data. By March 2026, they would write their findings into the Integrated Plan and on the OHP website. They would then prepare for the focus groups starting after July 2026. The final step in the Needs Assessment was to send letters to their partners thanking them for their support and ensuring they have a link to the findings.

S. Moletteri and the committee would review a draft of the town hall agenda. The theme of the content was to empower people to advocate for themselves and to work towards independence. While advocacy was a theme in the town hall, S. Moletteri cautioned that they should not lean into it as assessing need was their priority. Town hall attendants should have information about available services. Any information gathered at the event would be incorporated into the Integrated Plan to better serve the PLWH in the EMA. The key topics/presentations within the town hall would include housing assistance, direct emergency financial assistance, and barriers to care. S. Moletteri said they were thinking of having presentations on Housing Assistance and Direct Emergency Financial Assistance. Barriers to care would be a breakout room discussion topic.

The town hall was to be facilitated by OHP staff, HIPC Co-chairs, and potentially DHH. At the beginning, each participant would be given a questionnaire asking their most priority service and why - everyone would have 30-45 seconds to respond verbally if they chose to do so. This would act as both an “icebreaker” and a way to assess service priorities. There would be three 5-minute presentations. They would have breakout groups to discuss the topic of barriers to care. K. Carter asked if the third presentation could be focused on the change to SNAP/Medicaid or having to retain housing instead of financial literacy and independence. S. Moletteri agreed that this would be a helpful presentation.

P. Gorman said she had experience with HRSA site visits. She said, based on her experience, people were more responsive to a dialog rather than a presentation. She said the community was more likely to generate ideas if they were engaged rather than fed information. S. Moletteri said their introduction portion of the town hall allowed the participants to look at the materials such as priority setting. They said most of the townhall meeting would not be devoted to presentations. P. Gorman suggested having the townhall attendants take the survey again after

they had listened to the presentations. She felt that it would allow them to understand if the participants had retained the information from the presentations.

S. Moletteri next described the structure of the townhall. They would begin with a survey to collect demographic information. The townhall would begin with a 15-minute greeting and section devoted to establishing ground rules. The participant would receive a survey which highlighted the participants' priority services. An icebreaker would follow with each participant explaining why they choose their answer for their top priority service on the survey. S. Moletteri presented the survey to the committee. The question was open ended. K. Carter suggested giving the participants a laptop to answer the questions. S. Moletteri explained that, while potentially helpful, some participants might be uncomfortable answering personal questions on the computer due to either technical issues or distrust in technology. D. D'Alessandro suggested facilitators be available to individuals in the case of literacy challenges. S. Moletteri said that after the initial survey, they would have their presentations and the breakout sessions.

An additional survey would be given during lunch asking the participants about demographic and service needs/barriers. G. Grannan suggested asking the participants whether they were anticipating losing coverage due to spending cuts. J. Ealy agreed and he said they should also avoid trying to lead the participants. G. Grannan said even if the participants replied that they did not know could yield important information.

One question asked whether the participant was late to an appointment due to transportation issues. G. Grannan suggested rephrasing the question to ask if the participant had trouble arriving and leaving their appointment due to transportation issues. J. Ealy asked if telehealth was mentioned in the survey. J. Ealy felt that they should consider questions about telehealth in light of transportation issues. S. Moletteri said they could add it in as a question. D. D'Alessandro suggested adding telehealth to question 11 on the survey.

The last survey asked the participants about funded RW Part A services: whether they used a service in the last 12 months, whether they didn't need a service in the last 12 months, whether they never heard about a service, and whether they tried to use but could not get a service in the last 12 months. The survey mirrored information collected on the Consumer Survey so OHP could have updated results. K. Carter asked how long they expect to finish each survey. S. Moletteri said participants had 10 minutes to fill out the first survey and 15 minutes to share their answers. They then had a 30-minute lunch break to fill out the other two surveys.

Any Other Business:

None.

Announcements:

K. Carter announced the AIDS Law Project of PA was to have a presentation on SNAP Benefit changes. K. Trinh said the presentation was on August 27th at 2pm.

K. Carter added that PCA was having an aging with HIV workshop for six weeks.

Adjournment:

G. Grannan called for a motion to adjourn. **Motion: K. Carter motioned, J. Ealy seconded to adjourn the August 2025 CPC meeting. Motion passed:** Meeting adjourned at 3:58 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- August 2025 CPC Agenda
- July 2025 CPC/Prevention Committee Meeting Minutes