

**Hybrid: Philadelphia HIV Integrated Planning Council**  
**Meeting Minutes of**  
**Thursday, December 11th, 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:** J. Baez, T. Burroughs, K. Carter, D. D'Alessandro, J. Ealy, A. Edelstein, M. Gordon, J. Haskins, N. Houston, S. Heaven (Co-Chair), A. Manley, P. Mukinay, J. Myahwigi, S. Smith, D. Surplus, E. Thornburg (Co-Chair), S. Wynne

**Excused:** D. Lewis-Salley

**Guests:** Tameka Allen (NJHPG), Chelsea Betlow, Cheryl Choice, Charla Cousar (NJDOH), N. Deal (Recommended), T. Dean (Recommended), Allison Delcalzo-Berens (NJHPG), H. Docmanov (Recommended), J. Lugo (Recommended), Dottie Dowdell, S. Ellis (Recommended), Cheryl Henne, K. Fisher (Recommended), S. Jacinto (Recommended), Kaliah King, Danica Kundo (NJHPG), Nakia Lancaster (PDPH), A. Leger (Recommended), Taylor Lightner (NJHPG), Loretta Matus, Ameenah McCann-Woods (DHH), Melanie Miller (NJHPG), Luce Morgan (NJHPG), P. Neumann (Recommended), A. Onorato (Recommended), Angela Petrone (NJHPG), Deyonna Pope (NJHPG), Johanne Rateau (NJHPG), Cameron Schatz, Avis Scott (DHH)

**Staff:** Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh

**Call to Order:** S. Heaven called the meeting to order at 2:09 p.m.

**Introductions:** S. Heaven asked everyone to introduce themselves. Those on Zoom introduced themselves via the chat, and those in person verbally introduced themselves.

**Approval of Agenda:**

S. Heaven referred to the December HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. **Motion:** K. Carter motioned; J. Haskins seconded to approve the December 2025 HIPC agenda. **Motion passed:** 11 in favor, 2 abstained. The December 2025 HIPC agenda was approved.

**Approval of Minutes (November 13th, 2025):**

S. Heaven referred to the November 2025 HIPC meeting minutes and asked for a motion to approve. **Motion:** K. Carter motioned; J. Ealy seconded to approve the November 2025 HIPC minutes. **Motion passed:** 11 in favor, 4 abstained. The November 2025 HIPC meeting minutes were approved.

**Report of Co-Chairs:**

S. Heaven was one of the presenters at the Philadelphia Town Hall on December 3rd. She had imparted information about housing and the HOPWA program to the participants.

**Report of Staff:**

S. Molterri thanked S. Heaven for her presentation at the Philadelphia Town Hall. They said the town hall participants had appreciated the presentation and had felt engaged by the content. S. Moletteri thanked PHMC Division of HIV Health (DHH), and Community Legal Services (CLS) for their presentations on Emergency Financial Assistance (EFA) and Supplemental Nutrition Assistance Program (SNAP). S. Moletteri said they were always looking to improve their processes and would use the lessons learned from the Philadelphia event to improve the efficiency of the other town halls. During the town hall, they found that they were short on time. The presentations and lunch time had extended past their projected allocated times. Because of that, they didn't have time for the community presentations. Moving forward, they would reorganize the town hall schedule to accommodate for this.

For the PA town hall, S. Moletteri had updated the town hall flyer to better reflect the Yeadon Wellness Center. They encouraged all the members to share the flyer.

**Presentation Items:**

**-NJ Integrated Plan Update-**

D. Dowdell introduced her team and said the New Jersey HIV Planning Group (NJHPG) was to inform and update NJ's Integrated HIV Prevention and Care Plan with the expressed goal of reducing the number of new HIV cases per year. The NJHPG was similar to the Philadelphia EMA's HIPC where it was comprised of various subcommittees in addition to a general body. The NJHPG subcommittees were named Executive, Governance, Integrated Planning, Community Engagement, Data & Research, and Priority Setting. The NJ Integrated HIV Prevention and Care Plan tracked and recorded 122 activities. Forty-four activities were focused on programs, 33 activities were focused on stigma, 42 activities were focused on systems, and 20 activities were focused on policy.

T. Lightner described their 2025 Cycle 4 Work Plan for their Integrated Plan, which described the plan for all 4 of their working committees. She said there was a two month turn around for their recommendations which was reflected in the chart in their presentation. It was a process in which recommendation was introduced, enacted and evaluated for quality improvement. T. Lightner highlighted the successes of the NJHPG in 2025 by noting the number of recommendations developed across all of their committees. A total of 21 recommendations were created. In addition, T Lightner celebrated that they were able to add 9 new NJHPG members and had filled all of their membership gaps. She said they had historically struggled to find people of certain demographics such as those under age 25, those aged over 65 years and transgender/non-binary people.

She listed other successes such as their Members Only General Assembly & Media Day, Co-Chair Development Program, NJHPG Vending Kit, Community Education Ad-Hoc Program, Monthly Political Insight Meetings, New Monitoring & Evaluation Process, and Process for Internship Opportunities.

D. Dowdell said they were always looking to improve their processes. She said they had a team devoted to monitor and evaluate their programs. Once they had created their recommendations and forwarded them to the NJ Department of Health (DOH), they would work to fulfill these recommendations. Out of the 122 activities, they had completed 51 recommendations. D. Dowdell said T. Lightner had condensed 71 activities into 38 activities by combining activities with similar goals and duplicate processes based on the 4 pillars.

D. D'Alessandro complimented their Community Education Ad-hoc Group. The purpose of the group was to allow their members to discuss topics freely without scrutiny. She wanted to know how they handled the reporting and transparency of the group. J. Rateau, who was the liaison for the group, said the meetings were open to the public. She said her colleague would attend these meetings to explain the events to the public in lay language so the public can prepare. She said they had advocacy training to allow their participants to advocate for themselves on both the federal and state level. D. D'Alessandro said the Comprehensive Planning Committee may want to invite him to their meetings.

S. Ellis asked about housing rights in Philadelphia. He identified personal challenges in obtaining transparency and equitable access. And moments of being unheard. D. Dowdell thanked S. Ellis for sharing his experiences and said it was important that they addressed those who share the same concerns. S. Moletteri asked if their integrated plan had incorporated housing related goals, especially those related to ensure safe housing. J. Rateau said housing was an important part of their plan and was a hot topic at their meetings. She encouraged him to share his grievance and his stories at their meetings. She said they were always looking to address housing issues.

D. Pope gave an overview of their activities in the upcoming year. They had assigned a total of 24 activities to their committees as part of their work plan. They would have two months to finalize the recommendations before enacting them in the following two months. T. Lightner said they would conclude developing new recommendations by the end of 2026. She said the NJHPG would still continue with the assistance and evaluation of these recommendations afterward. After completing these goals, they would continue to find new functions for their committees in 2027 and ensure progress was made to end the HIV epidemic by 2030.

D. Dowdell said they looked to update their Integrated Plan in 2027 and described the steps they would take to accomplish this. The steps included using data to determine which populations needed priority and shaping the plan to meet the needs of the population. Before the plan was finalized, they would gather community feedback. Afterward, they would submit and implement the plan. The NJHPG would monitor and evaluate the results of the plan.

T. Dominique asked what the specific goals and outcomes for the plan were. She then asked what priority populations were in the Integrated Plan and what metrics were they using to measure success. D. Dowdell said the priority populations were Black and Hispanic Men Who Have Sex With Men (MSM), Transgender Women, Hispanic and Black Heterosexual Women, Migrant Workers, Sex Workers, and People Who Inject Drugs (PWID). D. Pope said they also hoped to reach out to people who were between 25 and 44 years old.

C. Betlow said they measured the impact of their activities by observing whether the activity had an impact on the community rates such as rate of new HIV transmission, rate of testing, and rate of PrEP uptake.

D. Dowdell said they hoped to work with the Philadelphia EMA since they had shared counties together such as Camden County and Gloucester County. D. Dowdell said part of their goal was securing the Philadelphia EMA's Letter of Concurrence for the New Jersey Statewide Integrated HIV Prevention and Care Plan 2027-2031. T. Dominique said that the HIPC members would likely want more information on the type of activities they were conducting to reduce the rate of HIV transmissions. K. Carter asked if they had identified funding and activity overlaps in their plan so they and the Philadelphia EMA do not duplicate their efforts. C. Betlow said they hoped their closer collaboration would help them to identify overlaps in activities. She said they would send representatives to Philadelphia to ensure there was open communication. She said they had also regularly reviewed their grants and funding streams to ensure their efforts were efficient and expedient. S Ellis asked if they foresaw more funding cuts. D. Dowdell said they didn't know the answer and they were waiting to see how the political climate would settle.

***-PA Integrated Plan Update-***

C. Henne said they were preparing for their Priority Setting Process for PA's HPG. They had received support from S. Moletteri to refine their process. Modeling their Priority Setting Process after HIPC's Priority Setting Process had allowed them to have a streamlined process. C. Henne would share the results of their 2025 Priority Setting Process.

In order of ranking, the five top placed service categories in the PA HPG were Housing, Special Pharmaceutical Benefits Program (SPBP), Medical Case Management (MCM), Medical Transportation and Health Insurance Premiums. She said they did not observe a significant change in rankings from previous years. For their next steps, they would ask their subcommittees and work groups to submit recommendations for the Integrated Plan before submitting these recommendations to the NJ Department of Health (NJDOH). They would continue to be in touch with HIPC to keep them updated and to obtain their concurrence. They looked to have their work plan finalized by February and to present their plan to HIPC soon. Their epidemiological profile was being completed internally and they aimed to complete it by the end of December. They hoped to improve communication with all their partners and how their actions would impact the Integrated Plan.

K. Carter asked what input did the HPG have in making the decision to change SPBP income requirements. C. Henne said she would take this question back to her organization and return with an answer.

**Action Item:**

***-Reallocation Request-***

A. Edelstein, the co-chair of the Finance Committee, said DHH had come forward with a reallocation request. When DHH needed to move a significant amount of funding from one service category to another, they needed to gain approval from HIPC before the reallocation could happen.

The proposed request was to move \$59,751 or 10% of the Substance Abuse Service to Mental Health Services. DHH had explained that the Philadelphia region provider of Substance Abuse Services had experienced decreased utilization over the course of several funding cycles. In the previous fiscal year, the Recipient had requested a one-time allocation from Substance Abuse Services to Mental Health Services.

**Motion: A. Edelstein motioned to reallocate \$59,751 from Substance Abuse Services to Mental Health Services with the Finance Committee's recommendation for approval.**

A. Edelstein: In Favor  
D. Surplus: In Favor  
J. Haskins: In Favor  
J. Ealy: In Favor  
K. Carter: In Favor  
A. Manley: In Favor  
D. D'Alessandro: In Favor  
E. Thornburg: Abstained  
J. Baez: In Favor  
N. Houston: In Favor  
P. Mukinay: In Favor  
S. Wynne: In Favor  
J. Myawegi: In Favor  
S. Heaven: Abstained  
S. Smith: In Favor  
T. Burroughs: Abstained  
N. Souza: In Favor

**Motion Passed: 14 in favor, 3 abstained.** The motion to reallocate \$59,751 from Substance Abuse Services to Mental Health Services was approved.

**Committee Reports:**

***-Executive Committee-***

None.

***-Finance Committee-***

A. Edelstein said the Finance Committee had reviewed the reallocation request. He welcomed all the members who had attended the Finance Committee for the first time and he invited other members to join them at their next meeting. T. Dominique said they would not have a meeting in January since the offices would close on New Year's.

***-Nominations Committee-***

J. Baez said they had received an update on the recommendation letters in their last meeting. He said the city had requested more information before they could send out the letters. During their last meeting they had a discussion on the question of gender on the HIPC application. The committee had added a new question to the application.

***-Positive Committee-***

K. Carter said the Poz Committee had spent the last meeting discussing the town hall and provider issues. He then said their next meeting would be December 16th. He said they were testing to see if changing their meeting date to Tuesday would increase attendance. Lunch and transportation reimbursement would be provided.

***-Comprehensive Planning Committee-***

S. Wynne said the Comprehensive Planning Committee (CPC) had discussed their Priority Setting Procedure. They had created questions for the breakout groups at the town hall.

The CPC would meet again on December 18th where they would finalize the Priority Setting Procedure.

***-Prevention Committee-***

J. Ealy said they had a combined meeting with the Comprehensive Planning Committee. He had made suggestions for where they could advertise their town hall events. S. Moleterri said they had depended on their connections to advertise their town halls. They thanked the members for their support in advertising the town halls.

**Other Business:**

None.

**Announcements:**

J. Ealy said HIPC was hosting a Friday the 13th Valentines Day event in February.

D. D'Alessandro complimented K. Carter for his excellent speech at the World AIDS Day event at the Mayor's Reception Hall. K. Carter congratulated J. Haskins for the award he had won.

**Adjournment:**

S. Heaven called for a motion to adjourn. **Motion:** K. Carter motioned, D. D'Alessandro seconded to adjourn the December 2025 HIPC meeting. **Motion passed:** Meeting adjourned at 4:02 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- December 2025 HIPC Agenda
- November 2025 HIPC Committee Meeting Minutes