

**VIRTUAL: Executive Committee  
Meeting Minutes of  
Thursday, May 22nd, 2025  
2:00 p.m. – 4:00 p.m.**

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

**Present:** M. Cappuccilli, L. Diaz, J. Ealy, A. Edelstein, G. Grannan, S. Heaven, C. Steib, D. Surplus

**Excused:** K. Carter

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

**Call to Order:** L. Diaz called the meeting to order at 2:03p.m.

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

**Approval of Agenda:**

L. Diaz referred to the May 2025 Executive Committee agenda and asked for a motion to approve. **Motion:** G. Grannan motioned; J. Ealy seconded to approve the May 2025 Executive Committee agenda via a Zoom poll. Motion passed: 6 in favor. The May 2025 Executive Committee agenda was approved.

**Approval of Minutes (April 16th, 2025):**

L. Diaz referred to the April 2025 Executive Committee meeting minutes and asked for a motion to approve. T. Dominique stated that at the previous meeting, D. D'Alessandro incorrectly announced that G. Grannan's term was ending and invited members to replace him, when in fact it was D. D'Alessandro's co-chair position up for election. **Motion:** M. Cappuccilli motioned; D. D'Alessandro seconded to approve the amended April 2025 Executive Committee minutes via a Zoom poll. Motion passed: 5 in favor. The amended April 2025 Executive Committee meeting minutes were approved.

**Report of Staff:**

M. Ross-Russell reported the city housing budget was overspent by \$9 million last year and they should brace themselves for significant changes from the city government. She anticipated Dr. Brady would be attending the next HIV Integrated Planning Council meeting to debrief the council members on the situation. L. Diaz believed they would need to reallocate funding to compensate.

**Discussion Item:**

***-Nominations Committee's Request for Reviewers-***

L. Diaz explained the Nominations Committee had requested more members to review applications for membership. The application review would take place on June 11th at 12pm. They needed more members to reach a quorum of at least 6 members to review applications. T. Dominique said they had received 14 applications. J. Ealy volunteered to review applications. C.

Steib had also volunteered to review applications. A total of four Executive Committee members had planned to review applications.

***-MMP/NHBS Update-***

M. Ross-Russell said the Medical Monitoring Project (MMP) and the National HIV Behavioral Surveillance (NHBS) were used in their processes such as Priority Setting. It was believed that MMP would be continued to be funded until June 2026. Instead supporters and staffers related to MMP at the Division of HIV Health (DHH) would be laid off on May 30th, 2025. M. Ross-Russell reported the Big Beautiful Bill had passed the House of Representatives and was waiting for the Senate to vote on it. M. Ross-Russell did not know the future of the NHBS.

***-Allocations Update-***

HIPC were still awaiting their Final Award and likely had to postpone their allocations process until further notice. Once received, they would need to set aside time to plan for the process. Other processes would be delayed such as the Monitoring of the Administration. M. Capuccilli asked what they could do while waiting for the Final Award. She said they would be meeting during the first week of June to discuss the Final Spending Report and use this information for their one page report. The one page report normally included the final spending amount for the year and they did not have that information yet.

***-Community Planning as Part of the Integrated Plan-***

M. Cappuccilli had read the HIV Planning Body Assessment Guide. He asked if HIPC had completed any intense internal surveys as the guide had recommended. M. Ross-Russell replied that they had not.

The Epidemiological Profile was due in May 30, 2026 and the 2027-2031 Integrated Plan was due the following June in 2026. The Integrated Plan previously had 4 sections and would now cover 6 sections. M. Ross-Russell said the new Integrated Plan would differ from the current Integrated Plan due to the new Planning Body requirements. HIPC had their own section within the 2027-2031 Integrated Plan and it required HIPC to explain its functions and entities it collaborated with.

Planning Bodies would be required to send a letter of concurrence with the state plan and jurisdictional plan. The PA and NJ Health Departments were required to present to HIPC to obtain either a letter of concurrence, letter of non-concurrence or a letter of concurrence with reservations. M. Ross-Russell said this had put the onus on the Planning Body to ensure they were meeting their legislative requirements such as having representation of the epidemic. As part of their duties, the priority setting was almost complete. M. Ross-Russell said they would be ramping up their internal activities within OHP.

D. D'Alessandro reminded the members of M. Ross-Russell's impending retirement and said they needed to prepare beforehand in September 2025. She asked how they had prepared for the change in leadership. M. Ross-Russell said they had created a standard operating procedure list. The document listed all of M. Ross-Russell's responsibilities and knowledge. OHP had access to Coursera so they could learn new skills.

T. Dominique said they had paused the evaluation form and had wanted to present the committee with the guide and requirements so they could incorporate the evaluation form with the future requirements they were to fulfill. M. Ross-Russell said they were mindful that the HIPC members were volunteers. T. Dominique thanked the committee members for their time and feedback.

***-Database City Board for Mayor's Office-***

M. Ross-Russell explained that the city had wanted a list of emails to invite community members and providers to city events. They had asked for a list of initials and the person's email address. M. Ross-Russell said that when she had heard the proposal, she had decided they would discuss the matter with the Executive Committee on Thursday. The city had asked to have the list of names by the end of the week. M. Ross-Russell said they had asked if the members could have the option to opt-out. They were awaiting the response to this question. D. D'Alessandro suggested allowing members to have an alternate email that would protect their identity. M. Ross-Russell said they were writing an internal email to send to HIPC and would include this suggestion. M. Cappuccilli wondered if their information was already on their databases because of the appointment letters. G. Grannan believed they may have constraints with how they use that information. M. Ross-Russell said they would not be able to send the list by the end of the week because they needed to contact the HIPC membership first. M. Ross-Russell would ask for an extension.

G. Grannan said the list would not be accurate since major shifts in the membership would be upcoming such as members leaving or joining HIPC. L. Diaz agreed that they should send an email letting HIPC members know that they could send their initials and an alternative email. It was decided that they would send the email and members could choose to decide if they wanted to send their email address. The email would have a form that members could type in their email.

**Other Business:**

None.

**Announcements:**

D. D'Alessandro, as a private citizen, announced that ACT UP Philadelphia would be holding events during Pride Month and said the members should contact J. DeMarco for more information.

**Adjournment:**

L. Diaz called for a motion to adjourn. **Motion:** M. Cappuccilli motioned; J. Ealy seconded to adjourn the May 2025 Executive Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 3:26 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- May 2025 Executive Committee Agenda

- April 2025 Executive Committee Minutes
- Integrated HIV Prevention and Care Plan Guidance document
- HIV Planning Body Assessment Guide