

MEETING AGENDA

Hybrid:

Thursday, September 10th, 2026

2:00 p.m. – 4:30 p.m.

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (August 13th, 2026)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Discussion Items
 - Roles & Responsibilities
 - Q1 Spending Report
 - Co-Chair Nominations
- ◆ Action Item
 - Reallocation Request
- ◆ Committee Reports:
 - Executive Committee
 - Finance Committee – A. Edelstein & K. Carter
 - Nominations Committee – J. Baez
 - Positive Committee – K. C.
 - Comprehensive Planning Committee – D. Dalessandro & S. Wynne
 - Prevention Committee – J. Ealy
- ◆ Other Business
- ◆ Announcements
- ◆ Adjournment

Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia, PA 19107

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HYBRID: October 8th, 2026 2pm-4:30pm

Please contact the office at least 5 days in advance if you require special assistance.

Staff Directory

Tiffany Dominique — Director, Finance Committee, Executive Committee
Email - tiffany@hivphilly.org

Elizabeth Fischer — Minutes & Correspondence
Email: elizabeth@hivphilly.org

Debbie Law — Nominations Committee
Email - debbie@hivphilly.org

Sofia Moletteri — Comprehensive Planning Committee, Poz Committee
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Kevin Trinh — Prevention Committee, Website
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Kristin Wilson — Planning & Training
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Hybrid: Philadelphia HIV Integrated Planning Council

Meeting Minutes of

Thursday, August 13th, 2026

2:00 p.m. – 4:30 p.m.

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

Present: J. Baez, T. Burroughs (Co-Chair), K. Carter, D. D'Alessandro, T. Dean, S. DiBianca, H. Docmanov, N. D'Souza, J. Ealy, S. Heaven (Co-Chair), N. Houston, S. Jacinto, C. Johnson, N. Johnson, A. Leger, J. Lugo, M. Mabou, P. Mukinay, J. Myahwegi, P. Neumann, C. Rainey, S. Smith, E. Thornburg (Co-Chair), K. Williams, S. Wynne

Excused: A. Scruggs

Guests: Christina Carty (NJ HPG), N. Deal (Recommended), Kyle Fait (PA HPG), Cheryl Henne (PA HPG), Jaivon Lewis (ViiV), Ameenah McCann-Woods (DHH), Dottie Rains-Dowdell (NJ HPG), Cameron Schatz, Avis Scott (DHH)

Staff: Tiffany Dominique, Elizabeth Fischer, Debbie Law, Sofia Moletteri, Kevin Trinh, Kristin Wilson

Call to Order/Introductions: T. Burroughs called the meeting to order at 2:16 p.m.

Approval of Agenda:

T. Burroughs referred to the August 2026 HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. T. Dominique called for an amendment of the agenda to add "Partner Updates" after "Report of Staff". **Motion:** J. Ealy motioned; D. D'Alessandro seconded to approve the amended August 2026 HIPC agenda. Members were asked to vote through a show of hands or through a Zoom poll. **Motion passed:** 16 in favor, 3 abstained. The amended August 2026 HIPC agenda was approved.

Approval of Minutes (June 18th, 2026):

T. Burroughs referred to the June 18th, 2026 HIPC meeting minutes and asked for a motion to approve. **Motion:** K. Carter motioned; C. Johnson seconded to approve the June 18th 2026 HIPC Meeting minutes. Members were asked to vote by a show of hands or through the Zoom poll. **Motion passed:** 17 in favor, 4 abstained. The June 18th, 2026 HIPC Meeting minutes were approved.

Report of Co-Chairs:

T. Burroughs reported that he would be taking over the co-chair position when S. Heaven rolls off. E. Thornburg reported that staff from the Division of HIV Health (DHH) and representatives from HIPC attended the Ryan White Conference. They presented a 60-minute presentation on Aging with HIV. They also attended all the aging-focused workshops to see what other jurisdictions were doing.

Report of Staff:

T. Dominique reported that S. Heaven and K. Carter would be rolling off in September since they have reached their term limit. She thanked both members for their service and guidance in the planning council.

T. Dominique reported attending the Ryan White (RW) conference. She said this was the first year that they had multiple sessions focused entirely on Planning Councils. S. Moletteri added that the RW Conference sessions would be available online by September, and she would try to share them through the monthly newsletter. Tiffany added that HRSA would disseminate a planning council manual, which the Office of HIV Planning (OHP) would provide to the Planning Council.

T. Dominique reported receiving a letter from HRSA outlining the projected funding. In the past, the formula was based on residence at the time of diagnosis, but it would now be based on current residence. There was no projection for the supplemental funding. The estimated total was \$13,037,302, and the Minority AIDS Initiative (MAI) was \$1,739,462. Both of these amounts were less than previous years. T. Dominique said HRSA projected we would receive less money than the decisions that HIPC made. She does not know when the letter for the supplemental dollars would be sent, but the last time they did a projection, they received about \$60,000 over the projection.

T. Dominique reported that OHP staff would meet with other EMAs nationwide to identify ways to improve our processes.

Partner Updates:

C. Henne reported that they received the signatures to approve the PA Integrated Plan. The PA Integrated Plan was submitted to both the CDC and the HRSA, and they expect to hear back with any questions or comments by the end of summer. Afterward, the federal reviewers would hold a meeting with the division and the PA HPG to discuss those questions and comments. If anything needed to be addressed, they would have until January to make those changes.

She thanked the council for their involvement in reviewing the PA Integrated Plan. During the next plan development, they plan to do a better job of recognizing and implementing the comments and concerns.

C. Henne explained that sending the Integrated Plan in sections was helpful for them, but they noticed it was hard for members to see the bigger picture when reviewing the plan section by section. She found it hard to weigh in on the feedback she received, since it was unclear which section of the plan it addressed. She asked that any other suggestions and comments be sent to her or to K. Fait. C. Henne said she would be putting together a list of things that went well and improvements for the next planning process.

C. Henne introduced K. Fait, who had worked with the division for 12 years. He was the Planning Community Liaison and Special Project Coordinator. He coordinated the division's HPG and planning body. He would be stepping in as the connection between the division and HIPC. He would be reporting on the Integrated Plan and PA HPG, in general.

K. Fait thanked HIPC for their involvement in the Integrated Plan. He would continue to join HIPC meetings to provide updates as needed. He reported that the HPG would be meeting on August 19th & 20th. The first meeting would include the evaluation subcommittee, which reviews the Integrated Plan throughout the year, and the intersectional innovation subcommittee, which looks at topics to address in HPG meetings. The second day would consist of updates on work groups, presentations, team-building activities, and discussions. He posted his email in the Zoom chat for anyone interested in joining the PA HPG.

D. Rains-Dowdell said she was the Program Director from the NJ HPG. She was glad to collaborate with HIPC, and as a result, they submitted the NJ Integrated Plan on time. She said they were conducting business as usual.

D. Rains-Dowdell said they had an opportunity to participate in a panel at the RW Conference. They discussed planning body engagement. She emphasized how the passion and seriousness were different from what they were in the 80s and 90s, but there was still work to be done.

D. Rains-Dowdell was excited to announce that K. Trinh was one of the newest members of the NJ HPG. She also reported that the NJ HPG was waiting for feedback from the CDC and HRSA on the Integrated Plan. She noted that they were reviewing the evaluation and monitoring framework.

Action Items:

~Allocation Budget Approval~

During Allocations week, T. Dominique said each region decided on a series of budget decisions for FY 2027. The Philadelphia EMA decided that the funding would follow the epidemic. Because of this, Philadelphia would receive less funding than before, while PA and NJ counties would receive more.

The NJ HIPC Members had decided, for level funding, that all funded service categories would remain at level funding for NJ counties as currently allocated in FY2026, with the \$44,918 increase allocated to Food Bank Services. The 5% Decrease Budget, working from the new level funding budget, applied a 5% proportional decrease to all service categories, except Medical Case Management (MCM), which was to experience no dollar reduction. For the 5% increase, based on the new level funding budget, all funded service categories would be proportionately increased by 5%.

The PA HIPC members elected for a level funding budget, with \$111,469 of the \$222,938 increase to be distributed evenly between MCM and Transportation, and the remaining \$111,469 to be proportionately distributed among the remaining funded services. For the 5% Decrease Budget, based on the new level funding budget, all funded service categories were to be proportionately decreased by 5%. For the 5% Increase Budget, based on the new level-funding budget, all funded service categories were to be proportionately increased by 5%.

The Philadelphia HIPC members created a level funding budget, based on the \$267,856 decrease, with \$200,000 evenly reduced from Emergency Financial Assistance (EFA)-Housing and Housing Assistance Services. The remaining \$67,000 was to be reduced from Substance

Abuse Outpatient Services. At 5% decrease, working from the new level funding budget, all funded service categories were to be proportionately reduced by the 5% decrease. The 5% Increase Budget, working from the new level funding budget, funded all service categories proportionately increased by 5%.

T. Dominique said the Finance Committee met to approve the EMA-wide, MAI, and Systemwide Budgets. For the MAI budget, they decided to apply a proportional 5% increase and decrease to each budget. For the Systemwide budget, they took the EMA dollars and did the 5% Quality Management and 10% Grant Administration and Referral. Since Referral for Healthcare and Support Services was systemwide, HIPC did not decide the level at which it would be funded. T. Dominique explained that 10% is taken out from the start, then 10% goes to Grant Administration, and 5% goes to Quality Management. After that, money would be taken out for the Referral for Healthcare and Support Services. Then, the service dollars were decided in Allocations. T. Dominique said there was about \$1.7 million in the MAI budget, with \$1.5 million in service dollars.

T. Dominique asked for any feedback from the Allocations process. S. Moletteri said people used binders to look through information and engage. D. D'Alessandro said the large and small group discussions were helpful. She noted that Philadelphia decided to take money from EFA Housing and Housing Assistance because the process of obtaining those funds was very difficult for clients. They chose to keep the funding in services that clients were actively accessing. T. Dominique agreed that there were barriers to accessing those dollars. G. Rogers said Allocations was very educational and helped him understand how to draw conclusions from data.

A. Leger noted that housing was an unmet need, and asked for conversation about what HIPC could do to address the systemic issues to increase access for clients. T. Dominique said no directives were created to address that, but HIPC could continue conversations with the Recipient and housing providers to see what can be done. T. Dominique said OHP plans to talk to MCMs to hear the challenges to accessing those services.

K. Carter said that housing, transportation, and food security had been issues for years, but solutions had not yet been found. A. Leger said that there was a push for compliance and data monitoring, with more requirements and paperwork to comply with those needs.

C. Johnson asked what the directives were. T. Dominique said directives were the tasks sent to the Recipient that they must respond to. In the past, there have been directives on MCM, Food Bank, and more.

T. Dominique said the first directive was "DHH is to revisit and evaluate the allowable amount per household size for food bank services and report back to the Finance Committee within the Fiscal Year". There was concern that people were unable to access food because of a cap on the number of vouchers they could receive. J. Lugo said they have to go twice and be denied to get a voucher. T. Dominique said there was a cap on the household size. They wanted to investigate the amount to see if those dollars could stretch.

The second directive came from the Comprehensive Planning Committee: “With insight from the DHH and relevant stakeholders, the CPC shall develop a document that clearly defines the roles and responsibilities of MCMs and clients, which is written at a 6-7th grade reading level. The document shall also include a glossary for clients of key terms and helpful acronyms. Upon completion, DHH shall distribute the document to appropriate stakeholders and report back to HIPC on dissemination and any feedback received.” T. Dominique explained that this directive did not have a timeframe since it was a responsibility of HIPC before moving to DHH.

The council voted on the budgets.

J. Baez: In Favor
T. Burroughs: In Favor
K. Carter: In Favor
D. D'Alessandro: In Favor
T. Dean: In Favor
S. DiBianca: In Favor
H. Docmanov: In Favor
N. D'Souza: In Favor
J. Ealy: In Favor
S. Heaven: Abstained
N. Houston: In Favor
S. Jacinto: In Favor
C. Johnson: In Favor
N. Johnson: In Favor
A. Leger: In Favor
J. Lugo: In Favor
M. Mabou: In Favor
P. Mukinay: In Favor
J. Myahwegi: In Favor
P. Neumann: In Favor
S. Smith: In Favor
E. Thornburg: Abstained
K. Williams: In Favor
S. Wynne: In Favor

Motion Passed: 22 in favor, 2 abstained. The Philadelphia HIV Integrated Planning Council approved the budgets.

~Allocation Directives Approval~

The council voted on the Directives.

J. Baez: In Favor
T. Burroughs: In Favor
K. Carter: In Favor
D. D'Alessandro: In Favor
T. Dean: In Favor

S. DiBianca: In Favor
H. Docmanov: In Favor
N. D'Souza: In Favor
J. Ealy: In Favor
S. Heaven: Abstained
N. Houston: In Favor
S. Jacinto: In Favor
C. Johnson: In Favor
N. Johnson: In Favor
A. Leger: In Favor
J. Lugo: In Favor
M. Mabou: In Favor
P. Mukinay: In Favor
J. Myahwegi: In Favor
P. Neumann: In Favor
S. Smith: In Favor
E. Thornburg: Abstained
K. Williams: In Favor
S. Wynne: In Favor

Motion Passed: 22 approved, 2 abstained. The Philadelphia HIV Integrated Planning Council approved the Directives.

Committee Reports:

~Executive Committee~

None.

~Finance Committee~

None.

~Nominations Committee~

S. Heaven reported that the Nominations Committee met and voted on new applications and reapplications.

~Positive Committee~

K.C. reported that the Poz Committee had presentations from the Mayor's Office. The next meeting would take place on Tuesday, August 18th from 12:00 p.m. to 2:00 p.m. He said that if anyone wanted to attend, contact S. Moletteri.

~Comprehensive Planning Committee~

S. Moletteri said the CPC would meet on August 20th from 2:00 p.m. to 4:00 p.m., as regularly scheduled.

~Prevention Committee~

J. Ealy reported that the Prevention Committee would meet on August 26th from 2:30 p.m. to 4:30 pm. K. Trinh said there would be a presentation by Evan Harbaugh on mental health and by Merck on its new treatment.

Other Business:

T. Dominique said that a number of HIPC members were rolling off. She encouraged members to look for open leadership positions within the committees. K. Trinh added that the Prevention Committee had an open co-chair position. S. Moletteri said the Prevention Committee currently had an open chair, and there were co-chairs rolling off in the Poz Committee, Finance Committee, and Nominations Committee. She recommended that interested members should reach out sooner rather than later. K. Carter added that nominated members must take a month before the committee can vote. T. Dominique told new members to sign up for a committee if they haven't already. She said to reach out to the corresponding staff person. T. Burroughs asked the OHP staff to send out an email with the open positions.

Announcements:

Jaivon Lewis introduced himself as Viiv's Community Engagement Account Manager in Philadelphia. He supported the long-acting injectable for PrEP.

K. Wilson announced that an ICE Out event would be hosted by Kendra Brooks' office on Monday, August 17th, from 2:00 - 4:00 pm. T. Dominique said the address would be sent out upon registration and the door code would only work for the day of the event.

Adjournment:

T. Burroughs called for a motion to adjourn. **Motion: A. Leger motioned, K. Carter seconded to adjourn the August 2026 HIPC meeting. Motion passed. Meeting adjourned at 3:33 p.m.**

Respectfully submitted,

Elizabeth Fischer, staff

Handouts distributed at the meeting:

- August 2026 HIPC Agenda
- June 18th, 2026 HIPC Committee Meeting Minutes
- HRSA Letter