

HIV Integrated Planning Council
Thursday, August 9, 2018
2-4pm

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

Present: Katelyn Baron, Henry Bennett, Kevin Burns, Michael Cappuccilli, Keith Carter, Mark Coleman, Lupe Diaz, Alan Edelstein, David Gana, Pamela Gorman, Gus Grannan, Sharee Heaven, Gerry Keys, Nicole Miller, Jeanette Murdock, Nhakia Outland, Christine Quimby, Erica Rand, Ann Ricksecker, Joseph Roderick, Samuel Romero, Clint Steib, Coleman Terrell, Gail Thomas, Adam Thompson, Jacquelyn Whitfield, Steven Zick

Excused: Juan Baez, Tiffany Dominique, Peter Houle, La'Seana Jones, Loretta Matus, Dorothy McBride Wesley, Leroy Way

Absent: George Matthews, Jason Simmons, Terry Smith-Flores, Lorrina Wellington, Melvin White

Guests: Chris Chu, Janice Horan, Greg Langan, Ronald Lassiter, Ameenah McCann-Woods. Gloria Taylor

Staff: Mari Ross-Russell, Briana Morgan, Debbie Law, Stephen Budhu

Call to Order: K. Baron called the meeting to order at 2:15pm. Those present then introduced themselves and participated in an ice breaker activity.

Approval of Agenda: K. Baron presented the agenda for approval. M. Ross-Russell stated the agenda needed to be updated to include "bylaws" under the Action Items section of the agenda. K. Baron presented the updated agenda for approval. **Motion:** D. Gana moved, J. Murdock seconded to approve the agenda. Motion Passed: All in favor.

Approval of Minutes: K. Baron presented the minutes for approval. **Motion:** J. Whitfield moved. C. Steib asked for an addendum to the minutes. K. Baron presented the updated minutes for approval. J. Whitfield moved, C. Steib seconded to approve the minutes. Motion Passed: All in favor.

Report of Chair: C. Terrell stated the Urban Coalition for HIV/AIDS Prevention Services (UCHAPS) has hosted webinars and online forums recently and will be holding a training for the city of Philadelphia in the upcoming months.

C. Terrell stated HRSA HIV/AIDS Bureau (HAB) invites you to apply for the Building Leaders of Color Bootcamp Leadership Training. The Bootcamp Leadership Training is an intensive two-and half-day training aimed at increasing the leadership and training skills for people of color living with HIV (POCLWH). The content of the Bootcamp Leadership Training is designed to build the capacity of POCLWH in developing leadership skills in community-level leadership, advocacy, and structures of involvement for community engagement in the Ryan White HIV/AIDS Program (RWHAP). The BLT will be held on September 17-19, 2018 in Rockville, MD. HAB is seeking to recruit 20 participants for the BLT session. Participants accepted into the BLT will have their travel, hotel and meal costs provided.

C. Terrell stated the CDC just concluded its site visit for the city of Philadelphia. The CDC listed Philadelphia's program as exemplary and noted one agency stood out in general. He explained the site visit was a success, the only area for improvement the CDC listed was improving the representation from young MSM under 30.

Report of Staff: None

Action Items:

- **Allocations Review**

A. Edelstein presented the regional allocations decisions and noted he would be presenting the Instructions to the Recipient from each region as well. He mentioned the Comprehensive Planning Committee also created some Instructions to the Recipient that will also be presented during the meeting.

A. Edelstein asked the Planning Council to review the allocations spreadsheet that was included in the meeting packet. The budgets reflect the regional decisions that have already been reviewed by the Finance Committee.

PA Counties

level-funding budget: The Planning Council members who were present moved to allocate \$60,107 into medical transportation and substance abuse treatment equally. Other categories will remain at the level of the original level funding budget.

5% increase budget: The Planning Council members who were present moved to allocate the 5% increase into the substance abuse (50%), foodbank/home-delivered meals (25%), and DEFA for housing (25%) categories, respectively. All other service categories will be kept at the new level-funding budget.

5% decrease: The Planning Council members present moved to do a proportional decrease from the original level-funding budget across all funded categories.

Motion: The Finance Committee moved to approve the PA regional budgets as presented. **Vote:** 20 in favor, 0 opposed, 3 abstentions. **Motion Passed**

Philadelphia

level-funding budget: The Planning Council members who were present moved to allocate an additional \$250,000 in the substance abuse (outpatient) service category. To fund the allocation a proportional decrease will be taken from the core services, except for mental health. Mental health and the funded supportive services will remain at the original level-funding budget level.

5% increase: The Planning Council members who were present moved to allocate \$100,000 of the 5% increase into psychosocial support, and to do a proportional increase from the new level-funding budget across the service categories with the remaining 5% increase.

5% decrease: The Planning Council members who were present moved to do a proportional decrease across the service categories from the original level-funding budget, while holding DEFA for housing and mental health harmless.

Motion: The Finance Committee moved to approve the Philadelphia regional budgets as presented. **Vote** 20 in favor, 0 opposed, 3 abstentions. **Motion Passed.**

South Jersey Counties:

level -funding budget: The Planning Council members who were present moved to allocate \$8,400 proportionally across the 7 funded categories.

5% increase: The Planning Council members who were present moved to proportionally increase all funded service categories with the 5% increase from the new level-funding budget level, except for foodbank/home-delivered meals. The foodbank/home-delivered meals will be kept at the new level-funding budget (held harmless).

5% decrease: The Planning Council members who were present moved to proportionally decrease all categories from the original level funding budget level, except for Medical Transportation. The Medical Transportation service category would be kept at the original level funding budget level.

Motion: The Finance Committee moved to approve the South Jersey regional budgets as presented. **Vote** 21 in favor, 0 opposed, 4 abstentions. **Motion Passed.**

A. Edelstein explained the Planning Council would also need to approve the budget for the Minority AIDS Initiative budget. He explained the budget was also included in the allocations spreadsheet and he asked the council to review.

Motion: A. Edelstein moved, G. Grannan seconded to approve the MAI budget. **Vote:** 21 in favor, 0 opposed, 4 abstentions. **Motion Passed.**

Instructions to the Recipient

From Comprehensive Planning Committee:

A. Thompson explained the Comprehensive Planning Committee have reviewed barriers to retention to care over the past several months and from that discussion the committee presented the following instructions.

1. HIPC instructs the Recipient to develop and implement on-demand alternative/s for RW clients who are at immediate risk of missing an appointment with a RW core medical services due to lack of transportation to the appointment.
2. HIPC instructs the Recipient to conduct a communication/marketing campaign throughout the EMA to ensure that service providers and clients know the Health Information Hotline is available for information about services, as well as a proper channel for grievances and complaints. Communication should include all RW providers, RW clients, and other outside stakeholders throughout the EMA.
3. HIPC instructs the Recipient to conduct an assessment of medical case managers' knowledge of EMA service system and common referrals in order to ensure that all RW MCM clients receive accurate and timely assistance in securing needed services, referrals and access to health insurance benefits and other benefits and entitlements.

Motion: The Comprehensive Planning Committee moved to approve the instructions to the Recipient as presented. **Vote:** 21 in favor, 0 opposed, 4 abstentions. **Motion Passed**

Philadelphia

1. HIPC instructs the Recipient to sustain internal activities to address HCV/HIV co-infection, with annual report backs to HIPC.

2. HIPC instructs the Recipient to assess the provision of sexuality and sexual health education among Part A provider sites.
3. HIPC instructs the Recipient to use the increase in funding under Substance Use Treatment Outpatient to implement Medication Assisted Treatment within Ryan White -funded clinical care settings.

Motion: The Finance Committee moved to approve the Philadelphia region Instructions to the Recipient as presented. **Vote:** 22 in favor, 0 opposed, 4 abstentions. **Motion Passed.**

PA counties:

HIPC instructs the recipient to investigate the feasibility of flexible options for Medical Transportation for core medical services, and to explore the possibility of including support services in that expanded model.

Motion: The Finance Committee moved to approve the PA counties region Instructions to the Recipient as presented. **Vote:** 22 in favor, 0 opposed, 4 abstentions. **Motion Passed.**

New Jersey:

1. HIPC instructs the Recipient to expand the network of Medical Transportation subcontractors to include agencies contracted with Medicaid and/or Medicare in South Jersey counties.
2. HIPC instructs the Recipient to assess Medical Transportation services for PLWH in Salem County, particularly for travel outside the county.
3. HIPC instructs the Recipient to assess the impact of policies and procedures on access to food vouchers in South Jersey.

Motion: The Finance Committee moved to approve the South Jersey region Instructions to the Recipient as presented. **Vote:** 22 in favor, 0 opposed, 4 abstentions. **Motion Passed.**

A. Edelstein thanked the council for their participation in the regional allocations meetings. The input received in those meetings definitely helped with the planning process and helped with informed decision making. He noted the Planning Council increased funding to substance abuse across the board to help aid the current opioid epidemic.

Bylaws Changes:

B. Morgan informed the council the Executive Committee met earlier this month. Within their meeting they discussed changes to co-chair structure. The proposed changes require a bylaw change, that change is included in today's meeting packet. She asked the council to review the bylaw changes and explained the handout is just an excerpt of the bylaws. Full copies of the bylaws are available in the office for those who want one. All bylaws changes require a 30-day comment period before a vote can be held. K. Baron explained during the Executive Committee the committee discussed the changes to co-chair structure and PLWH representation. The committee moved to use a 3-co-chair structure that included 2 elected community co-chairs and one appointed officer. Elected officers would have staggered 2-year terms, and the appointed officer would have an indefinite term. She added the Positive Committee moved to require PLWH representation in the officer position, but no further specification was made. Therefore, the Executive recommended requiring any one of the three officers to be HIV positive. It would be a goal that one of the elected officers would be HIV positive, not a requirement.

C. Terrell commented on the bylaws changes. He noted the bylaws stated that no officer could be part of fiscal agent for Ryan White Part A services. He suggested the bylaws should be changed to no elected officer could be part of a fiscal agent for Ryan White Part A services. The council discussed the proposed changes and were split if the changes were necessary. After brief discussion the council decided the bylaws should be updated to state: “The Planning Council shall be chaired by co-chairs. No elected co-chair shall be an employee of a fiscal agent through which the City of Philadelphia contracts for Part A services for administrative support, but may be an employee of an agency that is a sub-recipient of Part A funds.”

B. Morgan edited the bylaws and re-distributed them to the council. She noted the council would have 30 days to review them, and a vote would be held in the following meeting.

J. Murdock asked about disclosure in the officer position. She asked if the officers who were HIV positive would have to disclose their status. K. Baron replied no, this was discussed in the Executive Committee and the committee felt that open disclosure was not necessary. Open disclosure could be seen as a deterrent to the officer position.

- **Co-Chair Elections**

M. Ross-Russell explained both community co-chairs positions are up for election. At this time the HIPC has opened up their nominations process. Individuals could be nominated by other members or they can self-nominate. To be nominated a member must be in good standing for one year. Nominations will be open for 30 days, at the conclusion of the nomination period an election will be held. During the elections process it is customary for nominees to provide the council with a brief written or verbal personal statement.

K. Baron explained both chair positions are up for election. She stated each term for the community co-chairs is 2-years, but in this case, for September 2018, one of the community chair positions would have a 1- year term, so the terms would be staggered going forward. Officers could arbitrarily decide between themselves who takes the shorter term. A. Edelstein asked both K. Baron and S. Heaven if they were still interested in chairing the HIPC going forward. They both replied yes, as long as it does not take opportunities away from other members who are interested in running. Also, if reelected they would be willing to take the shorter 1-year term.

C. Terrell asked if there a term limit for officers. D. Law replied yes, officers can only serve 3 consecutive 2-year terms.

The Planning Council began its nominations process.

1. S. Heaven nominated L. Diaz, L. Diaz **accepted**.
2. G. Thomas nominated J. Whitfield, nomination **declined**.
3. M. Cappuccilli nominated D. Gana, nomination **declined**.

M. Ross-Russell stated the Executive Committee also discussed how to get members reengaged into discussion. She noted there was a change in the regional allocations meetings’ process that included group discussion. She stated a similar idea could be used in the HIPC meetings or within its subcommittee meetings. She stated OHP will be taking suggestions about topics that members wish to talk about.

L. Diaz mentioned the Nominations Committee has discussed interviewing long-term members about why they are still members.

K. Baron mentioned committees used to plan socials. She stated one hasn't been planned in while and suggested a committee could do so again. S. Heaven stated the Nominations discussed planning a social in their August meeting. She explained the committee used to plan socials in the past but the duty was passed around to other committees due to the time it took.

Discussion Items: None

Prevention Service Initiatives: C. Terrell stated the Recipient (AACO) has had two CDC site visits in the past month. Also, there is a PrEP monitoring and evaluation plan in the works. Its details have been discussed in the Executive Directors meeting covered by the Recipient

Report of the Committees:

Comprehensive Planning Committee— Tiffany Dominique and Adam Thompson, *Co-Chairs*

A. Thompson stated the committee did not meet in the July due to the South Jersey regional allocations meetings. The committee will meet next Thursday, August 16, 2018 from 2-4pm.

Executive Committee— K. Baron stated no further report.

Finance Committee— Alan Edelstein and David Gana, *Co-Chairs*

A. Edelstein stated no additional report.

Nominations Committee— Kevin Burns and Michael Cappuccilli, *Co-Chairs*

M. Cappuccilli stated the committee reviewed 10 applications when they met in August. In total 10 applications were reviewed and all were recommended for membership. Of the 10, 8 applications were current members reapplying. The Nominations Committee will meet again in August to continue application review for current members who still wish to reapply. He reminded the council in the July the Nominations Committee requested current members who last names began with A-M to reapply in August. At this time about 5 applications are outstanding, the committee will meet again later in August to review additional applications.

Positive Committee— Keith Carter and Jeanette Murdock, *Co-Chairs*

K. Carter stated the committee will meet next Monday, August 13, 2018 from 12-2 pm.

Prevention Committee— Loretta Matus and Clint Steib, *Co-Chairs*

C. Steib stated the committee will meet next August 22, 2018 from 2:30-4:30pm. In the previous meeting the committee discussed syringe access and concurrent diagnoses in the PA counties.

Old Business: None

New Business: None

Announcements:

J. Murdock announced there is a Back to School Drive at Philadelphia FIGHT. The program is asking either monetary or physical donations to help children in need get school supplies for the upcoming school year. The drive will take place on Monday August 20, 2018 from 11am-4 pm at 1233 Locust Street, 2nd Floor, Philadelphia, PA 19107.

Adjournment: Meeting adjourned by consensus at 3:45pm.

Respectfully submitted by,
Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP Calendar
- Allocations Spreadsheets
- Bylaws changes