

## HIV Integrated Planning Council

Thursday, December 6, 2018

2:00 p.m. – 4:00 pm.

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

**Present:** Juan Baez, Katelyn Baron, Michael Cappuccilli, Keith Carter, Mark Coleman, Lupe Diaz, Tiffany Dominique, Alan Edelstein, David Gana, Gus Grannan, Sharee Heaven, Janice Horan, Gerry Keys, Nicole Miller, Nhakia Outland, Joseph Roderick, Jason Simmons, Clint Steib, Gloria Taylor, Coleman Terrell (AACO)

**Excused:** Pamela Gorman, Peter Houle, Loretta Matus, Eran Sargent, Samuel Romero

**Absent:** Henry Bennett, Johnnie Bradley, Maisaloon Dias, La'Seana Jones, George Matthews, Jeanette Murdock, Christine Quimby, Adam Thompson, Melvin White, Jacquelyn Whitfield, Steven Zick, Terry Smith-Flores, Gail Thomas, Lorrita Wellington, Dorothy McBride-Wesley, Erica Rand, Zora Wesley

**Guests:** Chris Chu (AACO), Ameenah McCann-Woods (AACO).

**Staff:** Mari Ross-Russell, Nicole Johns, Briana Morgan

**Call to Order:** S. Heaven called the meeting to order at 2:09 p.m. Those present then introduced themselves and participated in an ice breaker activity.

### Approval of Agenda:

L. Diaz asked if the HIPC wanted to add the tabled items, UCHAPS representation and Bylaws Approval. A. Edelstein moved to include HIPC bylaws and the UCHAPS item. M. Ross Russell reported there are 3 positions open for community representation on UCHAPS, 2 representatives and one alternate. She explained that UCHAPS pays for 1 community member to attend meetings at a time. There are only three individuals who are eligible for community representative: L. Diaz and K. Baron, because S. Heaven declined. She further explained that if two community representatives decide to attend an in person meeting, then only one representatives' travel costs would be paid for by UCHAPS. She clarified that UCHAPS meets only a couple times a year in person. C. Terrell explained that community representation at meetings is decided by jurisdiction in terms of agenda items and availability. L. Diaz asked C. Steib if he was comfortable having this discussion today, as the co-chair of the Prevention Committee. He agreed. S. Heaven asked if there were any more questions. There were none.

**Motion:** A. Edelstein moved, C. Steib seconded to approve the agenda and include the two tabled action items, UCHAPS representation and bylaws approval. Motion Passed: 10 in favor, 0 against, 5 abstentions.

### Approval of Minutes:

S. Heaven presented the November 8, 2018 minutes for approval. **Motion:** K. Carter moved, C. Steib seconded to approve the minutes. Motion Passed: 12 in favor, 0 against, 3 abstentions.

**Report of Chair:** No report.

**Public comment:** No comment.

### **Report of Staff:**

B. Morgan reported that OHP received an email from University Pittsburgh who support the PA HPG about stakeholder engagement on the PA integrated plan. She explained that they asked for various stakeholders to review a paragraph and provide feedback and or submit a survey. She read the 11 categories of stakeholders and provided the contact information for Daniel Hinkson. Participation is requested as soon as possible. D. Gana requested the list be shared with the HIPC membership.

N. Johns announced The HIV League Scholarship for students living with HIV application deadline is January 31, 2018. More information is available at [www.hivleague.org/scholarship](http://www.hivleague.org/scholarship)

### **Action Items: Reallocations Request**

A. Edelstein reported that the Finance Committee has not reviewed this request. It is coming directly from the Recipient to the council. A. McCann-Woods reported that this is a rather simple request. She explained that in order to be proactive, the Recipient is requesting permission to reallocate any remaining underspending to the following service categories, but not limited to: Emergency Financial Assistance, Food Bank/Home Delivered Meals, Medications, Oral Health Care and Transportation. She further explained that those items are direct expenditures. There is no certain amount of underspending at this time. A. Edelstein stated that this is a standard motion that comes to the Finance Committee every year and the committee usually approves.

**Motion:** A. Edelstein moved, G. Gannon seconded to approve the reallocation request to allocate any underspending to, but not limited to, Emergency Financial Assistance, Food Bank/Home Delivered Meals, Medications, Oral Health Care, and Transportation.

T. Dominique asked if there was quorum. M. Ross Russell confirmed there was quorum. C. Steib asked if the HIPC will be informed of where the underspending is reallocated. A. Edelstein reported the final reconciliation won't be reported until June 2019. But the Finance Committee will receive that report. S. Heaven asked if the underspending would be spent based on need, how would that be handled between service categories. C. Terrell explained they look at the effect on direct services to PLWH and do what they can to meet the high priority needs, which are transportation in NJ, Emergency Financial Assistance, and Food Banks at this time.

L. Diaz asked for questions. There were none.

**Motion passed:** 15 in favor, 0 opposed, and 3 abstentions.

### **Bylaws Changes**

B. Morgan explained the changes to the bylaws removed "CEO designee" from the places that remained after the original striking earlier this year. She further explained that those were the only changes and the council was passed the mandatory 30-day review period.

**Motion:** C. Steib moved, K. Carter seconded to approve the HIPC bylaws as presented. Motion passed: 15 in favor, 0 opposed, 3 abstentions.

### **UCHAPS Representation**

M. Ross Russell explained that C. Terrell contacted UCHAPS<sup>1</sup> to get some clarity on representation for the jurisdiction. She explained that there are 3 governmental representatives and 3 community

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<sup>1</sup> Urban Coalition for HIV/AIDS Prevention Services (UCHAPS) is a national collaboration of community partners and health departments dedicated to preventing new HIV infections and reducing health disparities. [www.uchaps.org](http://www.uchaps.org)

representatives, which includes one alternate each. She further clarified that the community representative must be a present, past or future planning body co-chair. She reminded the HIPC that there are only 3 people who meet that eligibility: L. Diaz, K. Baron, and S. Heaven, and S. Heaven declined. She added that the community alternative can be anyone the HIPC chooses. Only one representative from HIPC will have travel costs paid for by UCHAPS, whoever else chooses to go will be responsible for their own travel and other costs. She added that the majority of meetings are virtual. M. Cappuccilli asked if all 3 community representatives should attend virtual meetings. M. Ross Russell suggested that all 3 members participate in all virtual meetings to aid continuity. She explained that UCHAPS has committees as well, and the alternate should participate in committees as well as community representatives. C. Steib asked if it is one vote per jurisdiction. C. Terrell shared that in his experience it is one vote per jurisdiction, and added that the Steering Committee is made up of half community and half governmental representatives. Votes only count if the jurisdiction's government and community members are present. K. Baron commented she liked the idea of switching payment support from UCHAPS between representatives. K. Carter asked if the community representatives can make a commitment to attend the UCHAPS meetings. S. Heaven said that she understood that's what they are doing now, accepting that responsibility. She added that an alternate still needs to be chosen by the HIPC. M. Ross Russell suggested that at this point they could delay the decision about alternate.

**Motion:** J. Diaz moved, J. Simmons seconded to approve L. Diaz and K. Baron as UCHAPS representatives with the alternative to be decided at a later date. Motion passed: 14 in favor, 0 opposed, 4 abstentions.

**Old Business:** None.

**New Business:** None.

**Announcements:**

M. Ross Russell thanked the HIPC for coming to an emergency meeting.

G. Gannon announced that December 17th is the International Day to End Violence Against Sex Workers

M. Coleman announced that December 20<sup>th</sup> is the Homeless Memorial Day Vigil on Thomas Paine Plaza from 5 to 6pm.

T. Dominique invited everyone to attend the Comprehensive Planning meeting on December 20th for their discussion about the opioid epidemic.

**Adjournment:**

The meeting was adjourned by general consensus at 2:43p.m.

Respectfully submitted by,

Nicole Johns, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes from November 8, 2018
- Reallocation Request
- OHP Calendar