

**HIV Integrated Planning Council  
Meeting Minutes  
Thursday, October 12, 2017  
2:00-4:00p.m.**

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

**Present:** Katelyn Barron, Juan Baez, Henry Bennett, Johnnie Bradley, James Breinig, Michael Cappuccilli, Martha Chavis, Mark Coleman, Alan Edelstein, David Gana, Pamela Gorman, La'Seana Jones, Gerry Keys, Loretta Matus, Dorothy McBride-Wesley, Nicole Miller, Christine Quimby, Joseph Roderick, Samuel Romero, Terry Smith-Flores, James Tarver, Coleman Terrell, Leroy Way, Lorrita Wellington, Melvin White

**Excused:** Tre Alexander, Tiffany Dominique, Peter Houle, Ann Ricksecker, Clint Steib

**Absent:** Bikim Brown, Kevin Burns, Keith Carter, Jen Chapman, Karen Coleman, Cheryl Dennis, Lupe Diaz, Tessa Fox, Gus Grannan, Sayuri Lio, George Matthews, Abraham Mejia, Jeanette Murdock, Carlos Sanchez, Nurit Shein, Gail Thomas, Adam Thompson

**Guests:** Chris Chu, Ameenah McCann-Woods

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

**Call to Order:** K. Baron called the meeting to order at 2: 09 p.m.

**Welcome/Introductions/Icebreaker Activity:** K. Baron welcomed the HIPC members, and guests. Those who were present introduced themselves.

**Approval of Agenda:** K. Baron presented the agenda for approval. N. Johns stated the agenda needed to be updated to reflect the team building activity. **Motion:** M. Cappuccilli moved, L. Way seconded to approve the updated agenda. Motion passed: All in favor.

**Approval of Planning Council Minutes:** (September 14, 2017): K. Baron presented the minutes for approval. **Motion:** L. Way moved, J. Whitfield seconded to approve the September 14, 2017 minutes. Motion passed: All in favor.

**Report of Co-Chair:** K. Baron informed the committee that recently the CDC acknowledged those who were HIV-positive and are undetectable do not pose a risk of transmitting HIV.<sup>1</sup> She explained this was a huge move in the correct direction for the outlook and perception of PLWHA.

**Report of Staff:** M. Ross-Russell informed the Council that OHP staff member A. Boone is out on medical leave. She stated if any HIPC members wanted to communicate with A. Boone she would be more than happy to pass along any messages and N. Johns will support Positive and Prevention committees for the interim.

M. Ross-Russell stated she had a request from building management. She explained they have requested that no HIPC members smoke in front of the main entrance or side entrance of the building.

1. On September 27, 2017 the CDC issued a letter acknowledging those who are virally suppressed pose no risk of sexual transmission to their partner. For more info visit:  
<https://www.hivplusmag.com/undetectable/2017/9/27/breaking-cdc-officially-recognizes-undetectable-untransmittable-hiv-prevention>

D. Law stated the Nominations Committee has recommended 7 new members for appointment by the Mayor's Office. She noted new member orientation was prior to today's HIPC meeting.

N. Johns stated the Consumer Survey Report is in progress. She noted the Comprehensive Planning Committee would get a first look at the report before it is presented to the HIPC.

B. Morgan stated OHP is working on a new website to reflect integration of the two planning bodies. She explained the new website will include an HIV resources inventory, an update to the Epi Profile, and new social determinants of health maps based on new census data. She explained the new website will be designed with ease of use in mind, and she will seek feedback from HIPC members regarding the website.

**Discussion Item:** N. Johns invited the council to partake in a teambuilding exercise. She explained the council would be doing an activity centered on important events in the HIV timeline. N. Johns steered the council's attention to the posted timeline. She introduced the timeline as follows:

1. June 5, 1981 CDC publishes report describing cases of PCP<sup>2</sup>
2. 1984 Human Immunodeficiency Virus identified as cause of AIDS
3. 1987 FDA approves AZT, AIDS quilt displayed first time on the National Mall
4. 1990 Ryan White dies. CARE Act is passed
5. 1998 Congress funds Minority AIDS Initiative
6. 1999 CDC releases new HIV case definition
7. 2006 CDC recommends routine testing for everyone 13-64
8. 2010 ACA becomes law, NHAS released, PrEP is proven effective (iPrEX)<sup>3</sup>
9. April 2017 Philadelphia HIV Integrated Planning Council is formed.

After introduction of the timeline N. Johns invited the council to share two important events in their lives to add to the HIV timeline. Council members wrote down their two important personal events on index cards and handed them back to N. Johns upon completion. N. Johns organized the index cards by chronological order and placed them into the HIV timeline. N. Johns shared the new timeline with the council. When N. Johns read each index card council members raised their hands to claim their event. Some council members shared personal anecdotes relating to their event and the individual importance. N. Johns thanked the council for their participation in the exercise and stated she would leave the timeline on display in case anyone wanted to add events later on.

## **Report of Committees**

**Executive Committee** K. Baron stated the Executive Committee has not met. No further report.

### **Finance Committee— A. Edelstein and D. Gana, Co-Chairs**

D. Gana stated the Finance Committee met last Thursday and reviewed EMA spending. C. Chu distributed the Second Quarter Underspending Report A. McCann-Woods reviewed the underspending report. She explained the EMA was underspent by 19% or \$1,700,429.00. She noted the figures in the report were premature, since there are outstanding invoices. She asked the council to look at page 1 of the underspending report. She explained page 1 was the summary of net underspending in the EMA, and noted the majority of underspending was from Philadelphia. She pointed out the spending in the outpatient/ambulatory health services was where most of the underspending occurred. The net underspending was 36% for the service category.

2. PCP is in reference to Pneumocystis pneumonia (PCP) is a serious infection that causes inflammation and fluid buildup in your lungs.

3. iPrEx Study The iPrEx study started in 2007 and results were presented in November 2010. This randomized, double-blind, placebo controlled trial studied the safety and efficacy of taking Truvada (emtricitabine/tenofovir disoproxil fumarate) to prevent HIV infection.

She moved discussion onto page two of the report, the net underspending in Philadelphia. She reiterated the majority of underspending was from Philadelphia. She stated the majority of underspending could be attributed to late invoicing. She referenced the medical transportation service category net underspending was 100%, and the figure would be updated as more invoices were received. A. McCann-Woods explained if the service category was consistently underspent, the funds could be reabsorbed, and that service category would be re-budgeted. M. Cappucilli inquired about the spending in the drug reimbursement program service category in Philadelphia. He pointed out the net underspending was 0% for the second quarter but it was underspent in the past quarter. C. Chu responded the report is comprised of information given to the Health department. He noted the grantee distributes money to the ambulatory health services with the assumption that it will be spent. He explained then in turn the city gives AACO spending information and the information is compiled and analyzed. He reiterated to the council invoices were still outstanding.

A McCann-Woods asked the council to turn their attention to the New Jersey spending on page 4. She reiterated to the council 6 months of invoices were outstanding so it was too early to make inferences from the data. She stated if the service category was being underspent after the end of the fiscal year, the grantee could reabsorb funding and redistribute the funds across the service categories as long as the net change was not greater than  $\pm 10\%$ . She noted if the change would be greater than 10% the grantee would have to submit a reallocation request to the Finance Committee.

**Needs Assessment** — *G. Keys, Chair*

K. Baron stated Needs Assessment is still meeting with the Comprehensive Planning Committee. No further report.

**Positive Committee**— *K. Carter, Chair*

N. Johns stated the Positive Committee will meet Monday, October 16, 2017. She announced Positive committee will conduct co-chair elections.

**Nominations Committee**— *K. Burns and M. Cappuccilli, Co-Chairs*

M. Cappucilli stated the Nominations Committee did not meet in October. He noted the committee recommended 7 applicants for appointment by the Mayor's Office, and there was new member orientation before today's council meeting.

**Comprehensive Planning Committee**— *A. Thompson, Chair*

K. Baron stated A. Thompson was unable to attend. She informed HIPC members the Comprehensive Planning Committee planned their calendar for the year. She invited all HIPC members to attend future meetings.

**Prevention Committee**— *L. Matus and C. Steib, Co-Chairs*

L. Matus stated the Prevention Committee was work planning as well. She stated the Prevention Committee has decided to work on objective 1, 2, 3 of HIV integrated care plan. L. Matus stated the PrEP work group will have its 1<sup>st</sup> meeting November 15, 2017, and an email would soon be sent out to all HIPC members.

**Old Business:** None

**New Business:** None

**Announcements:** L. Matus announced Sunday, October 15, 2017 is National Latino AIDS Awareness Day<sup>4</sup>. She stated there would be events in Kensington, and she invited all to attend.

J. Whitefield announced Sunday, October 15, 2017 is the AIDS Walk Philly<sup>5</sup>. She explained the event was a 5 kilometer walk/run fundraiser. She invited all to attend.

K. Baron informed the council there were some job openings in the St. Christopher Hospital system. She encouraged all to apply.

**Adjournment: Motion: J. Whitfield moved, R. Lassiter seconded to adjourn the meeting at 2.55pm.**  
**Motion passed: All in favor. .**

Respectfully submitted by,

Stephen Budhu, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- September 14, 2017 Meeting Minutes
- Second Quarter EMA Underspending Report
- OHP Calendar

4. For more information on the Latino AIDS Awareness Day visit <https://aidsinfo.nih.gov/understanding-hiv-aids/hiv-aids-awareness-days/169/national-latinx-aids-awareness-day>

5. For more information on the AIDS Walk Philly event visit <http://www.aidswalkphilly.org/>