

**Ryan White Part A Planning Council (RWPC) of the Philadelphia EMA**

Meeting Minutes

**Thursday, January 12, 2017**

**2:00-4:00p.m.**

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

**Present:** Tre Alexander, Juan Baez, Katelyn Baron, Henry Bennett, Bikim Brown, Michael Cappuccilli, Keith Carter, Mark Coleman, Lupe Diaz, Alan Edelstein, Tessa Fox, David Gana, Pamela Gorman, Peter Houle, Gerry Keys, Nicole Miller, Ann Ricksecker, Joseph Roderick, Samuel Romero, Steve Saunders, Adam Thompson, Lorrita Wellington

**Excused:** Kevin Burns, Karen Coleman, Cheryl Dennis, Sharee Heaven, Andrena Ingram, Christine Quimby

**Absent:** Ralph Bradley, Edward Campbell, Christina Hoegel, Sayuri Lio, Abraham Mejia, Carlos Sanchez, Nurit Shein, Kyle Tucker, Leroy Way, Melvin White, Deanne Wingate

**Guests:** James Breinig, Chris Chu, Ricardo Colon, Angella Yap

**Staff:** Mari Ross-Russell, Nicole Johns, Antonio Boone, Jennifer Hayes

**Call to Order:** K. Baron called the meeting to order at 2:05p.m.

**Welcome/Introductions/Moment of Silence:** T. Alexander welcomed RWPC members and guests. Those present then introduced themselves and participated in an icebreaker activity.

**Approval of Agenda:** K. Baron presented the agenda for approval. **Motion: L. Diaz moved, A. Edelstein seconded to approve the agenda. Motion passed: All in favor.**

**Recap of Previous Meeting:** K. Baron reported that at their last meeting the Planning Council heard a presentation about Health Insurance Premium/Cost-Sharing Assistance from Akash Desai of AACO. They also heard standard subcommittee reports.

**Approval of Minutes (December 8, 2016):** K. Baron presented the minutes for approval. T. Alexander noted that he was mistakenly marked absent. **Motion: B. Brown moved, S. Romero seconded to approve the December 8, 2016 minutes with the correction. Motion passed: All in favor.**

**Report of Co-Chair:** None.

**Report of Staff:** None.

**Public Comment:** None.

**Discussion Items:**

- **Membership Appointment Requirements**

M. Ross-Russell reported that she'd spoken about changes to membership appointment requirements at the Nominations Committee meeting earlier today. She noted that there had been a HRSA site visit in August. At the site visit, consultants had pointed out that the mayor did not currently appoint members to the Planning Council. She explained that the region had previously been appointing members to the

Planning Council through the mayor's designee. She said that the designee was no longer included in the legislative language. Therefore, the mayor was now required to appoint members to the planning body.

M. Ross-Russell explained that all appointees were required to have a certificate of tax compliance from the city. She said the certificate was required for executive boards. She noted that this system was first instituted under Mayor Nutter. She stated that every member of the Planning Council would need to go to [phila.gov/revenue](http://phila.gov/revenue) and fill out the electronic form. She said D. Law was distributing a sheet with instructions for completing the process. She explained that people who lived in NJ would also fill out the form and get a certificate. She stated that people who rented were not liable for their landlord's tax compliance status.

M. Ross-Russell noted that there were 5 steps to the process of getting the tax clearance. She said that the process only needed to be done once. She stated that the certificate was required for Planning Council appointment and was not optional. A. Edelstein asked if their failing the certification process would disqualify people from Planning Council membership. M. Ross-Russell stated that anyone who did not get the clearance could not be appointed to the Planning Council.

K. Baron asked what the clearance was based on: for instance, name or address. She asked if renters would get the clearance if their landlords were non-compliant. M. Ross-Russell replied that renters would not be held liable for landlords' tax compliance. A. Edelstein asked if the process could be carried out for people who lived in NJ. M. Ross-Russell responded that it worked for NJ addresses as well. A. Thompson noted that the system didn't recognize his address. M. Cappuccilli suggested ensuring he didn't put his city and state in the address field, and putting in his zip code in the designated space. He said he had that problem when he was filling out the form as well.

S. Saunders asked if the certificate of compliance came up immediately after filling out the form. M. Ross-Russell stated that it did. However, she reiterated that the certificate expired in a month. She said that she'd been told the certificate only needed to be filled out once. K. Carter asked if the process needed to be completed yearly. M. Ross-Russell replied that it did not, and it was a one-time requirement. She said that she was going to check if people needed to repeat the process if they were reapplying for membership. K. Carter asked if the process needed to be redone if people moved. M. Ross-Russell replied that it did not. A. Ricksecker said she was interested in seeing how the system handled alternative housing arrangements. M. Ross-Russell stated that people whose property taxes were not in their name should be fine. She noted that water taxes were also checked. However, she stated that the city would check it themselves, as this could not be done online.

K. Baron asked who to send the forms to. M. Ross-Russell responded that the certificates should be sent to an OHP staff member. She stated that the office computer could be used to print the forms. She said it would be available after the meeting.

A. Ricksecker asked what happened if members got rejected during the tax clearance process. She pointed out that it may present confidentiality issues if members suddenly stopped attending meetings because they were not approved. M. Ross-Russell said that members who were not in compliance could not be appointed to the Planning Council. A. Edelstein noted that the deadline for payment of property taxes was February 28<sup>th</sup>.

M. Ross-Russell pointed out that the Planning Council and HPG were being integrated, with a goal date of March 1<sup>st</sup>. A. Edelstein asked if members would get appointment letters from Mayor Kenney. M. Ross-Russell replied that they would. T. Alexander asked if the Planning Council could still conduct business before the new appointment process was completed. M. Ross-Russell replied that the Planning Council business could proceed as usual until the process was completed.

T. Alexander asked for more information about the water tax requirements. M. Ross-Russell stated that the mayor's office would confirm that water taxes had been paid when they received the tax certificates. She noted that hard copies of the tax certification forms were available.

L. Diaz asked how individuals who were homeless would fill out the form. M. Ross-Russell said that people who were homeless would fill in an address of a shelter they were staying at or some other alternative address. L. Diaz noted that people who were undocumented may not have social security numbers. She asked if people who didn't have social security numbers had a way to fill out the form. M. Ross-Russell replied that she did not think so.

M. Ross-Russell reiterated that the tax certification process was required by the mayor's office. She said that the appointment by the mayor was required by HRSA. She noted that the tax certification process may present a barrier to participation for community members. A. Thompson stated that other regions had their own procedures for appointment through the mayor's office.

S. Romero noted that the group needed to follow up with members who weren't at the meeting today so they could score applications. He added that recruitment efforts may need to be increased. J. Baez noted that his organization helped with consumer protection and tax preparation. He said that his organization could help Planning Council members to work through any issues with tax compliance.

- **Consumer Survey Update**

N. Johns noted that 2315 surveys had been sent out. She stated that 505 English surveys were mailed, 1500 English surveys were handed out, 130 Spanish surveys were mailed, and 180 Spanish surveys were handed out. She stated that 3 providers in NJ and PA had helped distribute the survey, and 10 had helped in Philadelphia. She asked anyone who was interested in helping to distribute the survey should speak with her. She stated that 10 organizations had helped to get out the online survey. She noted that 125 surveys had been received by the office. She thanked all providers who had helped to distribute the survey. She said that different organizations had distributed the survey in different ways, including by mail, in waiting rooms, etc. She said that all surveys came with self-addressed stamped envelopes so consumers could mail them in themselves.

N. Johns stated that she hoped to receive more online surveys throughout January and February. She said she'd be distributing cards with information about the online survey on them. She stated that flyers were available with different images depicting different target groups. She asked the group to distribute the link through social media and email. She said that the OHP had posted links on their Facebook and Twitter accounts. She added that she'd send social media kits to anyone who wished to use them. She noted that some online surveys had come from people who had received paper surveys and chose to complete the survey online instead.

P. Houle asked if the OHP had contacted Philadelphia Gay News (PGN) to run an ad for the survey. N. Johns replied that she'd reach out to PGN. She asked the group to speak with her if they had any ideas or needed any assistance in getting the word out online. K. Carter asked if the surveys were available at the William Way Center. N. Johns stated that surveys had not been distributed to the William Way Center. She said she could give K. Carter surveys to leave at the William Way Center if he'd like. She stated that she'd provide surveys to anyone who wanted to distribute them, but she'd like to know where they'd be placed.

K. Carter asked if surveys were being distributed to the Latinx community. N. Johns stated that 310 Spanish surveys had been sent out. She noted that 10-20 completed Spanish surveys had been received by the office. She stated that there were at least 100 total completed surveys waiting at the post office. P.

Gorman asked if she could get some Spanish surveys, and N. Johns replied that she'd give her some. N. Johns thanked L. Diaz, S. Romero, and J. Baez for helping look over and edit the Spanish survey.

**Integrated Executive Committee**

No report.

**Finance Committee – A. Edelstein, Co-Chair**

No report.

**Needs Assessment – G. Keys, Co-Chair**

G. Keys noted that Needs Assessment had met together with the Comprehensive Planning Committee for their last meeting.

**Comprehensive Planning Committee – A. Thompson, Co-Chair**

A. Thompson stated that the Comprehensive Planning Committee had discussed health insurance premium/cost-sharing assistance at their last meeting. He said the group had determined that there would be insufficient funds to support a health insurance premium/cost-sharing assistance plan given the allocation of \$160,000. He noted that the group was exploring alternatives. He stated that many states supported health insurance premium/cost-sharing assistance programs at a state level. He noted that they were tentatively planning to engage the state/ADAP program about state funding for the program in the future.

M. Ross-Russell stated that the Finance Committee would need to discuss future funding for health insurance premium/cost-sharing assistance. She noted that B. Morgan was attending a state HPG meeting currently. She stated that the membership terms of most HPG members had expired. She said that applications were being accepted for the newly-proposed group. A. Thompson stated that there may be inequities in health outcomes in PA compared to NJ, given their health insurance premium/cost-sharing assistance program.

T. Alexander stated that B. Morgan would give a report on the current state HPG meeting in the future.

**Positive Committee – K. Carter, Co-Chair**

K. Carter stated that the Parkway Health and Wellness Center had attended the Positive Committee meeting to speak about creative arts therapies program. He noted that the Positive Committee met the second Monday of every month from 12-2pm. He asked that anyone who wanted to attend to RSVP to A. Boone in advance.

**Nominations Committee – M. Cappuccilli, Co-Chair**

M. Cappuccilli stated that the Nominations Committee had met before today's RWPC meeting. He said that they'd heard about the new membership appointment requirements from M. Ross-Russell. He noted that the group had reviewed applications for the RWPC from HPG members, but they had not been able to reach quorum to approve the applications. He encouraged RWPC members to join the Nominations Committee. He said that 6 HPG members had applied and 1 non-HPG member had applied. He added that the group would look to ways to making the tax certification process easier for new members by revising the application and conducting recruitment. He said consumers were needed from Philadelphia and PA, as well as African-American males. He asked everyone to help distribute applications.

**Old Business:** None.

**New Business:** None.

**Announcements:**

T. Alexander asked the RWPC to hand in their certificates for membership appointment completed by January 31<sup>st</sup>. He stated that all Planning Council members were required to sit on at least one subcommittee. D. Law noted that members could serve on more than one subcommittee as well.

M. Ross-Russell stated that Kathleen Brady would present her annual Epidemiological Report in February. She said that AACO's Client Services Unit (CSU) would present in March. She noted that, in April, Jose Bauermeister would be presenting on digital technologies for outreach. She added that there would be a treatment update in May.

D. Gana stated that the LGBT Elder Initiative (LGBTEI) would be coming to the Positive Committee in March. He said they would speak about preparing wills. He said the talk was a precursor to the LGBTEI's annual legal clinic. He stated that the meeting would help instruct attendees about the documents they'd need for estate preparation.

**Adjournment: Motion: K. Carter moved, L. Diaz seconded to adjourn the meeting at 3:12p.m. Motion passed: All in favor.**

Respectfully submitted by,

Jennifer Hayes, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- December 8, 2016 Meeting Minutes
- Tax Compliance Process Instructions
- OHP Calendar