
Philadelphia HIV Integrated Planning Council

Meeting Minutes of

Thursday, January 9th, 2024

2:00 p.m. – 4:30 p.m.

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

Present: Juan Baez, Veronica Brisco, Tariem Burroughs, Michael Cappuccilli, Debra D’Alessandro, Jose Demarco, Lupe Diaz (Co-Chair), Nicola D’Souza, Alan Edelstein, Gus Grannan, Pamela Gorman, Sharee Heaven, Nafisah Houston, Dena Lewis-Salley, Alecia Manley, Loretta Matus, Patrick Mukinay, Juju Myahwegi, Dorsche Pinsky, Carolyn Rainey, Erica Rand, AJ Scruggs, Clint Steib, Mystkue Woods, Xandro Xu

Excused: James Ealy, Jeffrey Haskins, Eugene Jacquescoley, Shakeera Wynne

Guests: Gary Hines, Avis Scott (DHH), Cameron Schatz, Harlan Shaw (DHH), Ameenah McCann-Woods (DHH)

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Mari Ross-Russell, Kevin Trinh

Call to Order: L. Diaz called the meeting to order at 2:06 p.m.

Introductions: L. Diaz asked everyone to introduce themselves.

Approval of Agenda:

L. Diaz referred to the January 2025 HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. **Motion:** G. Keys motioned; K. Carter seconded to approve the January 2025 HIPC agenda via a Zoom poll. Motion passed: 20 in favor, 3 abstained. The January 2025 HIPC agenda was approved.

Approval of Minutes (December 12th, 2024):

L. Diaz referred to the December 2024 HIPC meeting minutes and asked for a motion to approve. L. Diaz said she was misquoted in the first paragraph. She clarified that she was nominated and elected to the HPG’s nominations committee as co-chair. As for her status as an HPG member, it was likely she would step down at the end of her term. **Motion:** G. Keys motioned; A. Edelstein seconded to approve the amended December 2024 HIPC minutes via a Zoom poll. Motion passed: 16 in favor, 4 abstained. The amended December 2024 HIPC meeting minutes were approved.

Report of Co-Chairs:

G. Keys announced she would be retiring on February 21st after serving the City of Philadelphia for 35 years. She would be resigning from HIPC at the time of retirement. The staff and HIPC members voiced their appreciation for G. Key’s dedication to serving others.

Report of Staff:

M. Ross-Russell announced they were looking for ways to involve the recommended members in the process even if they could not yet officially vote. She emphasized that the recommended

members' input was important to HIPC and the rest of the community. They had initially planned to amend the HIPC Bylaws to allow the recommended members to vote, but were informed by their HRSA project officer that voting status was dependent on Mayoral appointment. She asked the recommended members to stay in the meeting and they would further discuss the topic under the New Member Engagement discussion item.

Presentation Item:

-Roles and Responsibilities-

M. Ross-Russell defined community health planning as a deliberate effort to involve members of a geographic location in an open and public process to improve the area's health status. She said this process must be equitable in how it discussed community needs and resolved conflicts. She defined the role of planning in the Ryan White (RW) HIV/AIDS Program. Planning involved shaping the system of HIV care at a local level and garnering continuous input from the community members who utilized RW services. She said HIPC worked with the community and the Recipient to learn about needs of the community to both document and address them. This determined the service priority. M. Cappuccilli asked when they would start the priority setting process. S. Moletteri replied that they would start the process next week in the Comprehensive Planning Committee (CPC) meeting. This process would be ongoing over several months.

Geographic areas were divided into Eligible Metropolitan Areas (EMAs) and Transitional Grant Areas (TGAs). Each area was determined by the total number of AIDS cases in the most recent five years. EMAs had to have at least 2,000 Acquired Immune Deficiency Syndrome (AIDS) cases in the past five years while TGAs had 1,000 to 1,999 cases in the past five years. M. Ross-Russell compared the difference between EMAs and TGAs. EMAs were required to have a planning council that was established by the Chief Elected Official (CEO). TGAs were not required to have a planning council but they were strongly urged to maintain one. RWHP required that 33% of members on an EMA council were unaligned. M. Ross-Russell said unaligned meant that the member did not have a formal affiliation with a body that received RW funding. She emphasized that it was a requirement for them to have a diverse group of stakeholders. M. Ross-Russell presented a chart that depicted the roles and responsibilities of the CEO/Mayor, Recipient/DHH and HIPC.

-Subcommittee Recruitment Presentation-

Each committee had created a presentation with the goal of recruiting members from HIPC. The Positive Committee would not be presenting because their membership was not shared with the committee. Additionally, you did not have to be a member of HIPC to be a member of the Positive Committee - it was a low-barrier committee for people living with HIV.

As for the rest of the presentations, each committee would describe their goals and introduce their co-chairs and members. After each presentation, T. Dominique and S. Moletteri would place a link in the chat box where HIPC members could join the committee.

The first committee to present was the Comprehensive Planning Committee (CPC). D. D'Alessandro and G. Grannan presented their case as to why the HIPC members should join their committee. P. Gorman and K. Carter also spoke on their involvement with CPC membership. They talked about how the CPC had used data to align RW program's long term

goals, advise HIPC with actionable recommendations, and equip HIPC with the information to make informed decisions. The CPC was responsible for Priority Setting, Integrated Plan work, local service standards review, and Consumer Survey review. They said the committees allowed members to further discuss a topic in greater detail than in a HIPC meeting. They reminded the members that many of the committee members, such as the committee co-chairs, were reaching their term limits and would be required to step aside for one year. They said it was important for members to assume the roles and responsibilities that these members had held for years.

S. Moletteri displayed and shared the “subcommittee explorer.” This handout was interactive and allowed you to peruse each of the committees’ most recent and notable accomplishments. S. Moletteri noted that joining a subcommittee was a requirement for HIPC membership.

The Prevention Committee next presented their slideshow. C. Steib and D. Surplus were the co-chairs of the committee. C. Steib introduced the goals and benefits of joining the committee. He said the committee allowed the members to represent their communities and work with the city government in the name of prevention. The committee allowed members to provide feedback to the government and to advise HIPC on issues related to prevention.

Following the Prevention Committee was the Finance Committee. The committee was co-chaired by A. Edelstein and K. Carter. The goal of the Finance Committee was to review and make recommendations for HIPC in regards to funding expenditures and budget policies. The committee also acted as a way to monitor the administrative mechanism. The Finance Committee said the joining allowed the member a greater knowledge of fiscal matters.

The Nominations Committee was co-chaired by J. Baez and M. Cappuccilli. The Nominations Committee oversaw the application process to HIPC. They review the member applications and current member attendance to ensure that HIPC membership meets Bylaw requirements. M. Cappuccilli and J. Baez said joining the Nominations Committee allowed the member to connect with the other members.

Discussion Item:

-New Member Engagement-

M. Ross-Russell said they had originally wanted to allow their recommended members the ability to vote. She said they had received word that they were not allowed to amend the Bylaws to give recommended members the right to vote. She acknowledged the frustrations of the situation. M. Ross-Russell invited each of the recommended members to provide their thoughts on the topic. Each of the recommended members expressed that they felt the meeting was helpful and informative. Most of the recommended members said they would join a subcommittee.

K. Carter reminded the members that they could read the frequently asked questions section on the OHP website if they had more questions.

M. Ross-Russell encouraged the recommended members to contact the staff if they had any questions. The OHP staff contact information could be found on the second page of the HIPC meeting packet.

Committee Reports:

-Executive Committee-

L. Diaz said the Executive Committee had met to discuss new member engagement. The meeting was previously about how they could amend the Bylaws to allow recommended member voting rights but they had to change the agenda after being notified that this was not possible.

-Finance Committee-

None.

-Nomination Committee-

M. Cappuccilli said the Nominations Committee had met to discuss the new member orientation. He reported that they had not confirmed a date for the orientation.

-Positive Committee-

None.

-Comprehensive Planning Committee-

G. Grannan announced a meeting for next week. He did not have a report for December since the CPC did not have a meeting.

-Prevention Committee-

None.

Other Business:

None.

Announcements:

K. Carter announced that they would have an Aging with HIV Symposium on February 20th for consumers. This event was both virtual and in-person. D. D'Alessandro added that there was an in-person provider-focused event on February 27th. Both events would take place at the DoubleTree Hotel.

Adjournment:

L. Diaz called for a motion to adjourn. **Motion: K. Carter motioned, C. Steib seconded to adjourn the January HIPC meeting. Motion passed: Meeting adjourned at 4:18 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- January 2025 HIPC Agenda
- December 2024 HIPC Committee Meeting Minutes
- Subcommittee Flyer