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**Philadelphia HIV Integrated Planning Council  
Meeting Minutes of**

**Thursday, August 8th, 2023**

**2:00 p.m. – 4:30 p.m.**

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

**Present:** Veronica Brisco, Michael Cappuccilli, Keith Carter, Jose DeMarco, Lupe Diaz (Co-Chair), Alan Edelstein, Gus Grannan, Pamela Gorman, Sharee Heaven (Co-Chair), Nafisah Houston, DJ Jack, Gerry Keys, Alecia Manley, Loretta Matus, Patrick Mukinay, Juju Myahwegi, Erica Rand, Clint Steib

**Guests:** Ameenah McCann-Woods (DHH), Maddison Toney (PA HPG)

**Excused:** Mystkue Woods, James Ealy

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

**Call to Order:** L. Diaz called the meeting to order at 2:07 p.m.

**Introductions:** L. Diaz asked everyone to introduce themselves.

**Approval of Agenda:** L. Diaz referred to the August 2024 HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. **Motion:** K. Carter motioned; G. Keys seconded to approve the August 2024 HIPC agenda via a Zoom poll. **Motion passed:** 15 in favor, 1 abstained. The August 2024 HIPC agenda was approved.

**Approval of Minutes (June 13th, 2024):** L. Diaz referred to the June 2024 HIPC meeting minutes and asked for a motion to approve. **Motion:** K. Carter motioned; G. Keys seconded to approve the June 2024 HIPC minutes via a Zoom poll. **Motion passed:** 15 in favor, 2 abstained. The June 2024 HIPC meeting minutes were approved.

**Report of Co-Chairs:**

L. Diaz announced she and C. Steib would not be renewing their membership for the Pennsylvania HIV Planning Group (PA HPG). C. Steib had served two terms on the PA HPG and could not serve another consecutive term. She encouraged other HIPC members to take their positions because representation in the state HPG was important.

C. Steib said the PA state Division of HIV Health's co-chair in the HPG had resigned and they were awaiting accept the position.

**Report of Staff:**

M. Ross-Russell said they were still waiting for the final report from the site visit. She reported the site reviewers were very pleased with what they had seen. She thanked the Executive Committee who had to attend an early Zoom meeting for various interviews with the site

reviewers. She then stated that site reviewers had recommended that they involve more community members, especially those with lived experience, in the process.

**Action Item:**

***-Allocations Decisions and Directives-***

A. Edelstein introduced himself as the chair of the Finance Committee. He said the Finance Committee had reviewed each of the regional budgets and directives with their recommendation for approval by HIPC. He read through the budgets of each region and asked for discussion and roll call. The HIPC members did not choose to have a discussion and moved to the roll call.

**Motion:** L. Matus motioned to approve regional budgets of Philadelphia, New Jersey and Pennsylvania Counties.

A. Edelstein: Abstained  
D. Surplus: In Favor  
M. Cappuccilli: In Favor  
A. Manley: In Favor  
D. Jack: In Favor  
E. Rand: In Favor  
G. Keys: In Favor  
J. Myahwegi: In Favor  
L. Matus: In Favor  
N. Houston: In Favor  
P. Gorman: In Favor  
S. Heaven: Abstained  
P. Mukinay: In Favor  
V. Brisco: In Favor  
J. DeMarco: In Favor  
G. Grannan: In Favor  
L. Diaz: Abstained  
C. Steib: In Favor

**Motion Passed:** 15 in favor, 3 abstained. The motion to approve regional budgets of Philadelphia, New Jersey, and Pennsylvania Counties was approved.

A. Edelstein then reviewed the directives for each region. He read through the directives. He said the Finance Committee had asked S. Moletteri to edit the language so that regions with near identical directives would have consistent language. There were a total of four directives that were reviewed by the Finance Committee.

**Motion:** L. Matus motioned to approve regional directives of Philadelphia, New Jersey and Pennsylvania Counties.

A. Edelstein: Abstained  
D. Surplus: In Favor  
M. Cappuccilli: In Favor

A. Manley: In Favor  
D. Jack: In Favor  
E. Rand: In Favor  
G. Keys: In Favor  
J. Myahwegi: In Favor  
L. Matus: In Favor  
N. Houston: In Favor  
P. Gorman: In Favor  
S. Heaven: Abstained  
P. Mukinay: In Favor  
V. Brisco: In Favor  
J. DeMarco: In Favor  
G. Grannan: In Favor  
L. Diaz: Abstained  
C. Steib: In Favor

**Motion Passed:** 15 in favor. 3 abstained. The motion to approve the regional directives of Philadelphia, New Jersey, and Pennsylvania Counties were approved.

A. Edelstein moved to review the Minority AIDS Initiative (MAI) and Systemwide funding. M. Ross-Russell described each of the services in the MAI Services Systemwide Services. She reminded the HIPC members that funding for Systemwide Services cannot exceed 10% of the total award. M. Ross-Russell said she had accounted for the reallocation request in the Systemwide spreadsheet where \$30,000 was reallocated from Capacity Building to Systemwide Coordination.

After reviewing both budget plans and the reallocation requests, A. Edelstein reviewed the funding for the Minority AIDS Initiative and the Systemwide Services.

**Motion:** A. Edelstein motioned to approve Minority AIDS Initiative and Systemwide budgets with the Finance Committee's recommendation.

A. Edelstein: Abstained  
D. Surplus: In Favor  
M. Cappuccilli: In Favor  
A. Manley: In Favor  
D. Jack: In Favor  
E. Rand: In Favor  
G. Keys: In Favor  
J. Myahwegi: In Favor  
L. Matus: In Favor  
N. Houston: In Favor  
P. Gorman: In Favor  
S. Heaven: Abstained  
P. Mukinay: In Favor  
V. Brisco: In Favor

J. DeMarco: In Favor  
G. Grannan: In Favor  
L. Diaz: Abstained  
C. Steib: In Favor

**Motion Passed:** 15 in Favor. 3 Abstained. The motion to approve the Minority AIDS Initiative and Systemwide budgets was approved.

***-Reallocations Requests-***

A. Edelstein said they had two reallocation requests to vote on. The first reallocations request had come from the Recipient with a request to reallocate \$30,000 from Capacity Building to Systemwide Coordination. The Recipient wanted to increase salaries to retain staff. M. Ross-Russell said this reallocation request would apply for the current funding cycle and the next funding cycle (2025-2026).

The second reallocations request was from a Philadelphia Region Subrecipient provider for substance abuse services. This specific provider wanted to reallocate \$59,687 from substance abuse services to mental health services. The Subrecipient had noticed there was a decreased utilization in their substance abuse services and wanted to adjust to meet the needs of their constituents.

J. Myahwegi asked if they could adapt if there was a sudden increase in substance abuse demand in the coming year. M. Ross-Russell said the reallocation would only apply to one service provider and that they would use underspent funds to meet the demand. She said they had a process where the Recipient can send a reallocation request throughout the year. J. DeMarco asked how long that process would take and said he was concerned because of the fentanyl crisis. M. Ross-Russell replied that they were reallocating based on an individual organizations budget and needs. She said they would monitor the situation throughout the year since they had similar concerns to J. DeMarco. A. Edelstein described the process in which they handled reallocation requests. The Recipient would notify OHP staff. They would then review the request in the Finance Committee before presenting it at the next HIPC meeting for approval. A. McCann-Woods said they do not submit reallocation requests lightly. This particular request involving the substance abuse service had been discussed and examined for roughly a year. She said they had observed data and trends to verify that the Subrecipient's statements were true. She said they were vigilant of adverse effects that the reallocation request may have on other services. She added that once the requests had been approved, the changes could take place in about 30 days. A. Edelstein reminded the HIPC members that if a shift in funding was greater than 10% of the budget, it would need to be approved by HIPC.

**Motion:** A. Edelstein motioned to approve the reallocation request with the Finance Committee's approval.

A. Edelstein - Abstained  
D. Surplus - In Favor  
M. Cappuccilli - In Favor  
A. Manley - In Favor

D. Jack - In Favor  
E. Rand - In Favor  
G. Keys - In Favor  
J. Myahwegi - In Favor  
L. Matus - In Favor  
N. Houston - In Favor  
P. Gorman - In Favor  
S. Heaven - Abstained  
P. Mukinay - In Favor  
V. Brisco - In Favor  
J. DeMarco - In Favor  
G. Grannan - In Favor  
L. Diaz - Abstained  
C. Steib - In Favor

**Motion Passed:** 15 in favor, 3 abstained. The motion to approve the reallocation request with the Finance Committee's approval was passed.

**Committee Reports:**

***-Executive Committee-***

None.

***-Finance Committee-***

A. Edelstein described the responsibilities of the Finance Committee. The Finance Committee facilitated the process of planning regarding funding for the following year. The Finance Committee reviewed the monitoring of the administrative mechanism and Ryan White spending reports. The Finance Committee meets the week before the HIPC meeting.

***-Nomination Committee-***

M. Cappuccilli said that the Nominations Committee meets every month before the HIPC meeting. He invited HIPC members who may be interested.

He said the Nominations Committee had met before the HIPC meeting and reviewed the attendance of members. He said they reached out to individual members as needed. He reminded the HIPC members that a member's attendance was in jeopardy if they missed 5 HIPC meetings in total or 3 meetings in a row. He said the Nominations Committee were to review applications in the fall and he encouraged the HIPC members to invite more people to apply for HIPC. He invited HIPC members to come to their September meeting to review applications.

He reminded the members that they should reach out to the Office of HIV Planning staff, specifically K. Trinh, if their conflict of interest had changed during the planning year.

***-Positive Committee-***

S. Moletteri said the Positive Committee typically met the second Monday of every month at 7:30pm - 8:30pm. They encouraged members to contact them if they were interested in joining the committee. They said they were planning to meet in-person on September 23rd.

***-Comprehensive Planning Committee-***

S. Moletteri said the CPC was unlikely to meet next month. S. Moletteri asked HIPC members to contact them or K. Trinh if they were interested in joining the committee. They said the CPC would meet in October to review Action Wellness' Linkage and LEAP program for those needed help with engaging in care and transition back into the community after prison. They would likely discuss some allocations topics since the CPC was specifically mentioned in Allocations directives.

S. Moletteri said the CPC meets on the third Thursday of every month.

***-Prevention Committee-***

D. Surplus said their next meeting was on August 28th on PrEP and Pharmacy by Dr. Cedric. She said the Prevention Committee met on the last Wednesday of each month.

**Other Business:**

None.

**Announcements:**

None.

**Adjournment:**

L. Diaz called for a motion to adjourn. **Motion:** C. Steib motioned, J. DeMarco seconded to adjourn the HIV Integrated Planning Council meeting. **Motion passed:** Meeting adjourned at 3:31 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- August 2024 HIPC Agenda
- June 2024 HIPC Committee Meeting Minutes