

**VIRTUAL: HIV Integrated Planning Council
Meeting Minutes of
Thursday, September 10, 2020
2:00 p.m. – 4:00 p.m.**

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

Present: Alan Edelstein, Coleman Terrell (Co-Chair), Clint Steib, Dave Gana, Dena Lewis-Salley, Gerry Keys, Gus Grannan, Juan Baez, Kailah King-Collins, Keith Carter, Kenya Moussa, Loretta Matus, Lupe Diaz (Co-Chair), Marilyn Martinez, Michael Cappuccilli, Pam Gorman, Roberta Gallaway, Samuel Romero, Sharona Clarke, Tyrell Mann-Barnes

Guest: Ameenah McCann-Woods (AACO), Blake Rowley, Chris Chu (AACO), Debra D'Alessandro, Jerry Coleman, Kate King, Mikah Thomas, Nicole Swinson, Thamara Jean Lewis

Staff: Beth Celeste, Debbie Law, Nicole Johns, Mari Ross-Russell, Sofia Moletteri

Call to Order: L. Diaz called the meeting to order at 2:04 p.m.

Welcome/Introductions: L. Diaz asked everyone to introduce themselves in the Zoom chat box.

Approval of Agenda:

L. Diaz referred to the September 10, 2020 HIPC agenda S. Moletteri distributed via email.

Motion: K. Carter, D. Gana seconded to approve the September 2020 Planning Council agenda via a Zoom poll. **Motion passed:** The agenda was approved by general consensus: 15 approved, 1 abstention, 0 opposed.

Approval of Minutes (August 13, 2020)

L. Diaz referred to the August 13, 2020 HIPC minutes S. Moletteri distributed via email. K. Carter motioned, A. Edelstein seconded. **Motion:** A. Edelstein motioned, K. Carter seconded to approve the August 2020 minutes via a Zoom poll. **Motion passed:** The August 2020 minutes were approved by general consensus: 12 in favor, 4 abstentions, 0 opposed.

Report of Co-Chairs:

C. Terrell reported that AACO distributed the COVID-19 Flyer Housing Rental Assistance Program. This flyer was to help raise awareness around the program to help increase the number of applicants. Applicants must prove they have COVID-related loss of income, though this definition was broad. AACO would work with case managers to go case-by-case. The program would cover up to 6 months of rental support and was available in the entire 9 county region. He added that money from the state (medications ebate dollars) would supplement the program. D. Lewis-Salley asked how applicants know if or when they have been approved. C. Terrell responded that PHMC would let applicants and case managers know while also keeping the landlord and others involved in the know. D. Lewis-Salley asked about timeline for approval, and C. Terrell said the process would happen quickly and efficiently.

Additionally, C. Terrell reported that the new version of the EHE plan is on the OHP website. The changes made to the plan were listed in the beginning, but it was nothing drastic. He reminded the group that last time they met, they discussed the population consultant program. Population consultants would get information from groups that do not necessarily do HIV-related work, but worked with key populations. AACO were now working to complete in-depth surveys

with about 17-18 organizations. C. Steib asked where the draft plan would be located. C. Terrell said it would be on ehi.hivphilly.org.

Report of Staff:

D. Law reported that she emailed all individuals who applied for HIPC membership since March of 2020. She was looking for responses to the email or for people to contact her at Debbie@hivphilly.org to confirm interest in applying for membership. She said that applicants must confirm their interest to be included in the nominations process happening this fall. Otherwise, the applicant will be withdrawn. M. Bates asked if people who applied in March need to reapply. M. Ross-Russell said no, they just need to confirm interest. She reminded everyone that they pushed the spring nominations back due to COVID-19, so these applications would be represented in the fall nominations process.

N. Johns reported that OHP was hosting trainings every other Friday starting tomorrow (September 12, 2020) from 12 - 1:30 p.m. These were online webinars which reviewed the planning process, key skills, and other information that people need to participate in the planning council. Those who are interested should email N. Johns at nicole@hivphilly.org or info@hivphilly.org. K. Carter asked if you have to register in advance, and N. Johns said yes. She added that the first webinar would be an overview of annual planning cycle. The timing for the webinar was ideal since they are just starting a new cycle. The webinars would be recorded and posted on the office's website.

Public Comment:

No public comment.

Discussion Items:

—HIPC Co-Chair Nominations—

M. Ross-Russell said that they are entering the process of HIPC co-chair nominations. HIPC staggers co-chair positions for the two community co-chairs and one of the seats is up this year. They will be taking nominations today, via email, and on the floor before voting at the October HIPC meeting. They would hold a meeting in the next 30 days (October) to vote. As for responsibilities, M. Ross-Russell explained that co-chairs facilitate Planning Council meetings, review documents and sign as required by federal grantors (HRSA or CDC). Community Co-Chairs hold the position for 2 years. HIPC members in “good standing” are eligible. Those wishing to submit a co-chair nomination could email mari@hivphilly.org. Thus far, there was only one nomination, L. Diaz. She said that she would hold her position as chair if voted in. N. Johns said that members can nominate other members or self-nominate.

—Community Feedback and Involvement—

N. Johns reminded the group that they had previously discussed hosting a virtual open house to talk about their experiences as HIPC members and answer any questions for people interested in participating in HIPC. She added that they were currently in the process of reviewing of applications, and the open house could bring more applicants. She said it was important that the council think about inclusivity, especially in their current, virtual environment. She asked for suggestions and ideas for improving inclusivity and accessibility.

S. Romero recalled that at Executive Committee, they discussed asking J. Williams to be involved in the open house in some way. M. Ross-Russell responded that OHP reached out to him to ask to include OHP open house information at the end of one of the EHE presentations.

This meant that they would have to plan a virtual open house soon after one of the community forums/town halls.

K. Carter asked if they would have committee chairs to talk about their responsibilities. M. Ross-Russell said the structure is up to the council to discuss, so this is a possibility. N. Johns added that the open house needed volunteers to help host. In the past, members took the lead in open houses—therefore, the structure is up to the council and to be supported by staff. K. Carter said that L. Diaz and S. Heaven, the two HIPC co-chairs, could offer a summary of the Planning Body, subcommittee chairs could talk, community members could present on successes and process, and then they could hold a Q&A to open the discussion up to attendees. C. Steib said as a co-chair for Prevention Committee, he would be open to doing an introduction of Prevention Committee roles, responsibilities, and history. G. Grannan confirmed that as co-chair, he could do that for Comprehensive Planning Committee. A. Edelstein agreed to speaking for Finance Committee. M. Cappuccilli agreed to speaking for Nominations Committee.

M. Ross-Russell noted that Nominations was working on a presentation before the switch to virtual meetings due to COVID-19. She asked the Nominations Committee if this was an appropriate presentation for the open house. M. Cappuccilli said that is likely was, but he would look through to ensure that the presentation was applicable to the event.

K. Carter asked what HIPC members would do as volunteers to help host the meeting. N. Johns said it could be different member-to-member. Everyone can talk about their experiences with the council and their involvement. K. Carter volunteered take care of the Q&A portion. C. Steib asked about the timeline for the virtual open house. M. Ross-Russell said that the timeline would be based on J. Williams's EHE presentation schedule. Such information and dates still needed to be finalized. The open house, however, would likely happen within the next 30-60 days. M. Ross-Russell said that they were hoping to have more than 1 open house. K. Carter asked about the timeframe, and M. Ross-Russell said that they would likely shoot for later in the day for individuals possibly working 9-5 p.m.

K. Carter asked if OHP had a FAQ for common HIPC questions or a message box for feedback and/or questions. N. Johns said that she would add FAQ on the to-do list. K. Carter said that they could also have a comment box that gathers targeted questions for specific committees. These questions could then be brought to the meetings. M. Ross-Russell said that this was an excellent opportunity to find out the barriers people may experience when wanting to participate in the HIPC process, allowing staff to better support the Planning Body.

M. Bates said they need to figure out how to address the digital divide among seniors. D. D'Alessandro suggested some sort of "hook" acknowledging the allocations process might help get people interested in the process. She said that people care a lot about money and services, so it could work. M. Ross-Russell said there is a common assumption that a webcam, computer, and internet is needed for virtual meetings. However, people do not realize they can participate by simply calling in. N. Johns said that every Zoom meeting has a specific phone number to call to join. When you register, you receive that information via email. N. Johns said that they would have to support people who do not have screens to help them view what is shared on screen.

M. Ross-Russell said there likely will not be a change in the nature of virtual meetings for at least 6 more months. Even if this were not true, the virtual component may be helpful to keep even after face-to-face meetings start up again.

K. King-Collins noted that she had only heard of HIPC from word of mouth and never elsewhere, so more advertising may be needed. L. Diaz considered making advertisements for HIPC more "attractive." She thought the advertisements for HIPC should reflect how interesting the group is and how much they care about each other. K. King-Collins suggested HIPC

presenting at other organizations or certification trainings. K. Carter said they should also make it clear that HIPC is a community-based ally with supporting community members as its main purpose.

K. King-Collins added that some people may feel as if they can attend more meetings because of the flexibility of virtual meetings. K. Carter agreed, adding that in the future they could do hybrid meetings with the option of virtual or in-person. He asked if AIDS service organizations should have HIPC presentations. K. King-Collins said they could do presentations, yes, similar to the presentation given to HIPC about the census. C. Steib thought this was a great idea. He said most agencies have staff meetings, so they could reach out to people to stir up some interest and try to get HIPC on their agendas. K. Carter mentioned M. Bates comment in the chat box about asking WHYY to do a PSA for HIPC.

M. Ross-Russell said that they have done presentations for organizations in the past and tabled at various events. HIPC members and OHP staff can partner to do presentations in the community or at organizations. N. Johns added that she was always happy to talk to classes and universities about HIV and HIPC. She added that interested community members respond even better to HIPC members than staff. Physically presenting at places would be difficult, so she suggested figuring out a virtual solution. N. Johns said that they could present on HIPC accomplishments such as the CPC housing plan for homelessness prevention recently implemented in the latest allocations process. They can make something akin to a resume.

C. Steib asked about filming an infomercial as a virtual introduction. Staff and HIPC members could then answer questions afterwards. K. Carter said that LGBTQ+ health centers have opened in universities, so they could try to promote HIPC there through flyers. He said he would talk to his contacts at two universities and a health center to see what they could do for HIPC advertising.

—Subcommittee Structure—

N. Johns said that they would now briefly discuss committee structure. She explained that over the last couple of weeks, there has been discussion of reexamining committee structure. This could involve changing what committees do, what they're called, and how many there are. They could do this by observing the planning cycle and activities/responsibilities to help structure the council. The reason they were considering this is because CPC tends to take on more responsibility than the other committees due to their committee description of responsibilities. However, they can only tackle so many things effectively. Under their umbrella, they deal with needs assessments (consumer surveys and focus groups), proposals for service provision, integrated plan monitoring, and priority setting. Priority setting, she noted takes a few months. They could also divide work between prevention and care or by looking more closely at EHE and Integrated Plan structure. In all, there were many ways to restructure committees.

N. Johns suggested that the current committee structure may be outdated and based on past planning structure. She added that any change in committee names/structure/responsibilities would be reflected in the bylaws. G. Grannan suggested that their current committee structure is a sketch of how things functioned in the past, but now there were new issues.

M. Ross-Russell said that based on discussions and bylaws, it became clear that other than Finance and Nominations Committees, the other committees' responsibilities may be fuzzy. She said that the current structure that has existed for more than 10 years. She said that the council has a lot of responsibility. Therefore, they need to have a conversation about what makes sense for getting work done efficiently. They need to talk about membership involvement and participation to clarify roles and responsibilities for interested community members as well as HIPC. She said they could also look to other EMAs to see how they structure their councils.

K. Carter asked if there has been any change in language from CDC and HRSA in regards to how HIPC should function. M. Ross-Russell responded that CDC requirements are contractual and HIPC requirements are legislative, so there is not a “law” for the prevention planning. At the latest Ryan White National Conference, she did not get the impression that roles and responsibilities for Planning Bodies would change in any significant way.

M. Ross-Russell said that they would discuss committee structure with Executive Committee but that it was also important to discuss with HIPC since it impacts the whole council.

N. Johns asked if they wanted to look at possible ways to structure committees. She said that they could also table the conversation to their next meeting if they wanted. A. Edelstein suggested kicking the topic to the Executive Committee to come back to HIPC with recommendations. He suggested that it would be more beneficial to have a smaller group talk about it first. They could bring a few proposals to be discussed and voted on. C. Steib agreed that Executive Committee was best but was glad they had the starter conversation as a full council.

Committee Reports:

—Executive Committee—

L. Diaz reported that the committee met two weeks ago. M. Ross-Russell reported that the committee discussed community feedback and involvement and application review moving forward. They especially discussed concerns with how they would approach the confidentiality portion of the nominations process. In person, applicant information is redacted and then collected afterwards. With the virtual nature of application review, they had to figure out a new process. She said that J. Baez from AIDS Law Project was developing a nondisclosure agreement so information could be provided to Nominations Committee to review applications but keep things confidential. N. Johns reported that they also talked about reaching out to members who have not attended HIPC meetings. M. Ross-Russell added that they considered the virtual components moving forward and virtual attendance rules. L. Diaz added that they discussed the digital divide, and C. Steib said they discussed phone cards and other possible solutions. M. Ross-Russell said she researched phone cards and found they are not commonly used. She said they are mostly used when people travel in foreign countries, G. Grannan said he would share a provider with M. Ross-Russell that had to do with phone services. M. Ross-Russell said she would follow up with that and see if HIPC could use the service.

—Finance Committee—

No report.

—Nominations Committee—

No report.

—Positive Committee—

N. Johns reported that they have been having informal check-ins.

—Comprehensive Planning Committee—

N. Johns reported that they met last month to create their work plan for the next several months. They will have a meeting next month and start monitoring the Integrated Plan and work on needs assessment around the needs of elders.

—Prevention Committee—

C. Steib reported that the committee was planning to meet this month for the first time since COVID-19. They would meet September 23rd at 2:30 p.m.

Old Business:

None.

New Business:

None.

Announcements:

K. Carter announced that the Positive Committee is trying their best to reach out to members and is changing their informal check-in time to every other week at 5:30 p.m. starting September 15th. N. Johns explained that her phone extension is x108 if anyone wanted to reach her. She would be keeping up on her voicemails, so people can call into the office if they need to.

Adjournment:

L. Diaz called for a motion to adjourn. **Motion:** K. Carter motioned, C. Steib seconded to adjourn the September 2020 HIPC meeting. **Motion passed:** Meeting adjourned at 3:52 p.m.

Respectfully submitted,

Sofia Moletteri, staff

Handouts distributed at the meeting:

- September 2020 HIPC Meeting Agenda
- August 2020 HIPC Meeting Minutes