

**VIRTUAL: HIV Integrated Planning Council  
Meeting Minutes of  
Thursday, October 08, 2020  
2:00 p.m. – 4:00 p.m.**

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

**Present:** Allison Byrd, Juan Baez, Michael Cappuccilli, Keith Carter, Lupe Diaz (Co-Chair), Alan Edelstein, Dave Gana, Pamela Gorman, Gus Grannan, Sharee Heaven (Co-Chair), Gerry Keys, Loretta Matus, Samuel Romero, Erica Rand, Coleman Terrell (Co-Chair)

**Guest:** Michael Bates, Elise Borgese, Ebony Boswell, Chris Chu (AACO), Debra D'Alessandro, Clyde Johnson, Ameenah McCann-Woods (AACO), Mayra Rodriguez, Blake Rowley

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

**Call to Order:** L. Diaz called the meeting to order at 2:05 p.m.

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

**Approval of Agenda:**

L. Diaz referred to the October 8, 2020 HIPC agenda S. Moletteri distributed via email. **Motion:** M. Cappuccilli motioned, K. Carter seconded to approve the October 2020 Planning Council agenda via a Zoom poll. Motion passed: The agenda was approved by general consensus: 85% approve, 15% abstaining.

**Approval of Minutes (September 10, 2020)**

L. Diaz referred to the September 10, 2020 HIPC minutes S. Moletteri distributed via email. **Motion:** K. Carter motioned, D. Gana seconded to approve the September 2020 minutes via a Zoom poll. Motion passed: The September 2020 minutes were approved by general consensus: 65% approve, 36% abstaining.

**Report of Co-Chairs:**

L. Diaz reported that the PA Department of Health distributed sexual guidance regarding COVID-19. L. Diaz worked on a committee to create and distribute this. The guidance is on the PA Department of Health's website. C. Terrell reported that the RFP was posted for engagement and reengagement in medical care on Philadelphia's website. He would gather the information to send out to HIPC members. He reported that AACO is also hosting a virtual town hall for the HIV workforce for EHE. During this town hall, they would also discuss employment opportunities open at AACO. He said registration for the event was written in the Zoom chat box.

**Report of Staff:**

N. Johns reported that tomorrow and every other Friday, OHP was carrying forward with their Fall Training Series. The training was for new members and others who are interested in learning more about the roles and responsibilities of the Planning Council. While registering, it gives you the option to sign up for one or all of them. The trainings would be recorded and posted on the OHP website under the OHP training tab. They are also posted on Facebook.

N. Johns reported that there are virtual Open Houses in both October and November. She explained that this was an opportunity for current members to bring colleagues and friends to learn more about Planning Council. She asked that any members interested in participating stay after the meeting today. M.

Cappuccilli asked how this is related to Fall Training Series. N. Johns responded that these are separate. She noted that the virtual Open House is a HIPC activity while the Fall Training Series is a function of the office. They are related in that they are tools to help people get more information and increase interest in the council.

**Public Comment:**

None.

**Presentation:**

***—End of Year Spending Report—***

A. McCann-Woods pulled up a spreadsheet titled “Ryan White EMA-Wide Spending: 4<sup>th</sup> Quarter Spending as of February 29, 2020.” She explained that the spreadsheet listed all EMA-Wide end of the year spending and underspending ending in February 29, 2020. This report is late, she noted, because of delays caused by COVID-19. A. McCann-Woods read the underspending/overspending. Philadelphia had no over/underspending, PA Counties overspent by 7%, NJ Counties overspent by 3%, Systemwide underspent by 15%, MAI overspent by 2%, MAI Systemwide underspent by 17%, and Carryforward was 0%. Overall, she pointed out a total of 1% underspending throughout the entire EMA, leaving a balance of \$209,555.

A. McCann-Woods moved onto the Underspending Report PowerPoint. A. McCann-Woods read the 4Q Underspending Summary: Reconciliation of total invoices forwarded to AACO for processing through February 29, 2020 indicated one-percent (1% or \$209,555) underspending of our total overall award (includes MAI funds). These figures are based on expenditures for all awards after processing through the twelfth month for the time period of March-February 2020.

A. McCann-Woods reviewed underspending for Philadelphia: Substance Abuse Treatment - Outpatient was underspent by \$145,865 due to vacancies, leveraging other funding, and credentialing for therapists and counselors as a barrier to the hiring process. EFA-Pharma was underspent by \$111,629 due to underutilization, EFA-Housing by \$50,797 due to underutilization, and Transportation by \$1,542 due to leveraging other funding. She said that EFA-Pharma underspending is due to more efficiency within the Special Pharmaceuticals Benefits Program (SPBP) application. There was faster processing with online applications and therefore expected underspending.

A. McCann-Woods read the Philadelphia Overspending. There was overspending in EFA at \$52,933, Food Bank at \$30,094, and Other Professional Services at \$149,328. These were all overspent because of higher utilization. She also reminded everyone of the Council’s pre-approved reallocation for Other Professional Services in February 2020.

A. McCann-Woods reported that EFA-Pharma was underspent in the PA Counties by \$40,369 due to underutilization (efficient SPBP). As for overspending, Outpatient Ambulatory Care was overspent by \$162,259 and Food Bank by \$67,000. Both were overspent due to higher utilization. She reminded everyone of the pre-approved reallocation for Outpatient Care during Quarter 3 to cover laboratory costs.

A. McCann-Woods reported that there was no underspending above 10% threshold for NJ Counties. As for NJ overspending, Oral Health Care was overspent by \$19,800 and Transportation by \$103,168, both due to higher utilization. She noted that overspending was used to cover lab costs for Oral Health Care, and that the council had approved the reallocation for Transportation during Quarter 3 to cover utilization.

She next read Systemwide underspending. There was underspending in Information and Referral (I&R) at \$80,858, QM Activities at \$170,662, Capacity Support at \$93,168, and PC Support at \$59,865. She said that such categories are concerning administration at the recipient level. She said that much of the underspending is due to vacancies because of a cumbersome hiring practice at the Recipient level. Any underspending is reallocated to direct service categories.

A. McCann-Woods next read underspending for Minority AIDS Initiative Systemwide Allocations. There was underspending in QM Activities at \$13,493 and Grantee Administration at \$23,535. She said that underspending is reallocated to direct services.

### **Discussion Items:**

#### ***—EHE Concurrence—***

M. Ross-Russell explained that there was a letter of concurrence required from the council for the EHE Plan. The CDC has required that all Planning Bodies/groups provide a letter of concurrence for current submitted EHE plans. She noted that the last time the council discussed concurrence, it was regarding the Integrated HIV Care and Prevention Plan. She reminded the council that concurrence, in this context, is a statement around whether or not the council agrees with the EHE plan submitted to CDC. The choices are: concurrence (agree), concurrence with reservations (mildly agree), and nonconcurrence (do not agree).

M. Ross-Russell said that the Integrated Planning Body is required to choose one of the three. Agreeing or not agreeing with the plan directly correlates to whether or not the Planning Body has felt involved in deliberation/discussion/input/etc. of the plan. She explained that they would vote and Co-Chairs would then sign off on the letter. She said that final EHE plan would be submitted to federal government in December. Jurisdictions were given additional time on the plan due to the COVID-19 response. The plan was originally set for September. She said that the letter of concurrence needed to be completed before December.

K. Carter said he felt comfortable with full concurrence since AACO always kept the council involved throughout the process. J. Williams, he explained, always informed the council on any draft plans and changes. The council broke each of the pillars down and offered feedback. L. Diaz asked if the council would be concurring with the latest version that J. Williams showed them in September. M. Ross-Russell responded yes, noting that this latest draft, version 3.5, is also updated on the website. L. Diaz agreed with K. Carter and suggested voting on concurrence today. Other councilmembers agreed.

**Motion:** K. Carter made a motion to vote on concurrence, fully concurring that the HIV Integrated Planning Council was involved with and agreed with version 3.5 of the Ending the HIV Epidemic Plan, P. Gorman seconded.

#### **Vote:**

A. Byrd – in favor  
J. Baez – in favor  
M. Cappuccilli – in favor  
K. Carter – in favor  
L. Diaz – abstention  
A. Edelstein – in favor  
D. Gana – in favor  
P. Gorman – in favor  
G. Grannan – in favor

S. Heaven –abstention  
G. Keys – in favor  
L. Matus – in favor  
S. Romero – in favor  
E. Rand – in favor  
C. Terrell – abstention

**Motion passed: HIPC’s full concurrence with version 3.5 of the EHE plan was passed by general consensus: 12 in favor, 3 abstentions, 0 opposed.**

M. Ross-Russell said that S. Moletteri would distribute the letter of concurrence to co-chairs to sign off on as a PDF. Once the letter is signed by all Co-Chairs, she would forward it to recipient.

***–COVID-19 Survey Update–***

N. Johns said that the COVID-19 survey is ready to go in both English and Spanish. The survey was done on SurveyMonkey. She thanked HIPC members for their work on the survey. She said that the survey would be live from October 15<sup>th</sup> – December 15<sup>th</sup>. She briefly explained the survey, noting that the first questions are specific to COVID-19 and the rest of the questions focus on general access to healthcare, medications, other services, housing, income, etc. She requested that providers help distribute the survey. She said that OHP would also provide the survey to print hardcopy. She said that they can also email or call the office to request hardcopies as a way to close the digital divide.

***–Planning Body Structure Update–***

M. Ross-Russell explained that the Planning Council has been discussing Planning Body structure and requested a look into other jurisdictions’ structures as a way to assist their decision making. She said that uncovering information from jurisdictions varied. Some jurisdictions have their information available online and some do not.

M. Ross-Russell briefly reviewed the other jurisdictions. Please refer to the handout “Other Integrated Planning Council Committee and Planning Body Structure” for more information. M. Ross-Russell said that they can use this to view other structures and see how and if work is more equitably distributed throughout committees. She reminded the council that much of HIPC’s work, both recently and in the near future, falls to Comprehensive Planning Committee. It was important to make sure all other committees are equally as involved in the processes. She said that committees do not need to change structure, but they should review how committees are distributing work as of now.

She said that this conversation right now is to assist with later discussions within Executive Committee. HIPC as a whole should voice their opinions so Executive Committee can properly represent the council. She noted that Prevention and Finance Committees already talked about committee structure in great detail while CPC and Nominations Committees have not yet discussed the issue.

L. Diaz referred to the handouts with other jurisdictions’ committee structures, explaining that she liked Houston’s format. She said that HIPC’s CPC has a lot on their plate, and Houston seemed to distribute the work well. M. Cappuccilli said he liked that Washington DC pushes recruitment and community engagement. He noted that HIPC has recruitment within the Nominations Committee, but recruitment and retention is a big challenge. He questioned whether this issue has taken a backseat. He considered the idea of having recruitment and retention should be expanded or shared with other committees.

M. Ross-Russell noted that none of the other jurisdictions have memberships exceeding 50. L. Diaz said that HIPC membership number often fluctuates. D. Law said that the mandated range of members is 35-55. D. Law said that HIPC currently has 39 members.

M. Ross-Russell noted that Chicago's Planning Body is merged with Housing (HOPWA). This decision was not that of the Planning Body, it was the City of Chicago's decision. She added that she could not find any information on New York's Planning Body. K. Carter suggested that all other committees also discuss structure more in-depth, especially CPC. C. Terrell liked the idea of a Community Engagement Committee, since this is an area that could use improvement/more attention. He also suggested feedback on governance and format, explaining that Roberts Rules as a structure can sometimes make participating difficult. He suggested they look into other ways to hold meetings in a less "formatted and dry" way. M. Ross-Russell said that she would look into other jurisdictions and ask for feedback from them about how they operate/structure meetings.

K. Carter asked if Nominations Committee ever discusses community engagement. M. Cappuccilli responded that they discuss it only in terms of recruitment. As one of their many tasks, he felt that they did not put in enough time into this topic. C. Terrell said recruitment of members is important, but community engagement can be go broader than recruitment. He continued that getting community feedback and other forms of outreach can go beyond membership and recruitment. K. Carter suggested holding quarterly town halls to increase engagement. L. Diaz suggested that Positive Committee include affected communities to increase engagement. This could include friends, family, and others affected by HIV but not positive. N. Johns said that Positive Committee has discussed this idea, but had expressed preference in a committee *by PLWH for PLWH*.

N. Johns said that more focus on community engagement is a great idea and would help with needs assessment. Regarding structure of work, they can look into other EMAs' structures and cherry-pick what they like and think would work for them. She asked the council to consider how can they can ensure that there is space and time for everyone to participate. They also want to ensure that the work of the council is split equitably.

K. Carter said that from a Positive Committee standpoint, anonymity may be important. He suggested maybe fluctuating meetings so that they are mixed meetings. They could have PLWH-only meetings along with other, more open meetings. He also noted that meetings and keeping connections were more difficult because of COVID-19. He suggested some restructuring for Positive Committee.

G. Grannan asked is Houston has a record of percentage of members actually participating in the subcommittee process. L. Diaz mentioned that within their Planning Body, D. Law keeps records of what subcommittees people are in as well as their attendance. D. Law said that this is correct and attendance is tracked. She added that HIPC had a handful of members pre-COVID who were not participating in committees or had not joined any. Part of attendance policy, she explained, is that HIPC members must be a part of and attend subcommittee meetings. M. Cappuccilli noted that Nominations has never removed someone from the full Planning Council who is in violation of subcommittee attendance if they have been attending HIPC meetings. However, they still reach out to members to encourage them to join and attend a subcommittee.

G. Grannan did not know whether HIPC had the capacity to carry 8 subcommittees like Houston. L. Diaz said that their discussion may not be around adding subcommittees, but how work can be redistributed. N. Johns agreed, noting that structure of committees should match the specific responsibilities of the Planning Council. Ultimately, HIPC should ask themselves whether or not their structure helps them move forward efficiently and effectively in their work. She said that 8 subcommittees is a lot of committees, but they can also consider quarterly meetings.

C. Terrell suggested the council think about how meetings are run and structured. For example virtual, evening meetings may be better and more accessible for people. N. Johns mentioned that Positive Committee was having check-ins in the morning and attendance dropped off because of availability. Now, they are looking at moving to the evening and once a month to see if it improves attendance. K. Carter agreed, explaining that a decent amount of members have issues with the digital divide. However, K. Carter said virtual can be good for some and not others, so hybrid meetings may be a good option for the

future. M. Ross-Russell said that OHP staff has been entertaining this idea since virtual meetings have proven to be easier for some.

M. Ross-Russell noted that HIPC's structure has been in place for about 20 years. They are living in a completely different environment than even 5 years ago, however. Therefore, the question was, how can the council change their structure to improve accessibility and keep with the times.

M. Cappuccilli said that since the cultural landscape is different, it may be beneficial to identify exactly how that landscape has changed. This may help the conversation. M. Ross-Russell said that once difference is that they are now considering a larger aging population. She said changes in landscape such as these are conversations that occur within CPC. M. Ross-Russell said she could bring additional information and details to next meeting about differences in landscape and how they can continue this conversation within Executive Committee.

M. Cappuccilli explained that the problem is that they are working with a larger aging population, but they still want to engage youth and are finding this difficult. M. Ross-Russell agreed that the council has been grappling with this issue. She suggested it may be beneficial to brainstorm discussions/presentations the community, specifically youth, would be interested in. S. Romero asked to look into how other EMAs are doing community engagement. He suggested evaluating and comparing their own council's community engagement work to others'. M. Ross-Russell said that she would look into this as well when talking to other jurisdictions.

G. Grannan suggested also asking jurisdictions' Planning Body members about their own perceptions of their structure. These questions about perception could include both positive aspects and barriers. M. Ross-Russell said it more feasible to contact/ask Planning Body staff these questions, but OHP can try to contact Planning Councils directly.

L. Diaz asked if there is a deadline on this conversation about structure. M. Ross-Russell responded no, there is no timeframe, but she would start contacting other EMAs to get feedback. If there are significant bylaw changes, this would prolong the process, she explained. S. Romero asked if someone from another city could present to the Council on their successes in community engagement. M. Ross-Russell said that once OHP gets feedback to bring back to the Council, if there is a person, jurisdiction, or group that is especially successful with this, they can target them and ask them to present to HIPC.

K. Carter asked if HIPC is lacking populations for engagement—M. Ross-Russell said HIPC has trouble engaging YMSM, youth in general, and transgender individuals. N. Johns said they also need more representation of PLWH. M. Ross-Russell said that Planning Body also has a larger amount of women than men which is not reflection of the epidemic.

L. Diaz said that there are various Spanish speakers in the Planning Council. She said that many Latinx community members are hesitant to participate in the process when they realize it is for the government. C. Terrell advertised that there is a Spanish EHE town hall coming up which is presented 100% in Spanish. He said there can be a general mistrust of government, even with harm reduction groups, in the Latinx community. There are specific outreach methods to develop trust and work with people who may be distrusting of certain systems. C. Terrell noted that AACO beginning to have success with the EHE—it is a lot of work and requires constant building of community trust.

#### **Action Items:**

##### ***—Co-Chair Elections—***

M. Ross-Russell said under normal circumstances for the HIPC Co-Chair elections the people who are running and being voted on usually leave the room. N. Johns said that she could set up breakout rooms in Zoom to create a similar environment.

M. Ross-Russell said that L. Diaz's seat as Co-Chair was up for HIPC. She has not received any nominations from any other members interested in the position, so there were no other names in the running. K. Carter asked if L. Diaz was willing to continue her role. L. Diaz said yes. S. Romero nominated L. Diaz for HIPC Co-Chair, K. Carter seconded the nomination. L. Diaz accepted the nomination. D. D'Alessandro asked if only members could participate in this process. S. Heaven said yes.

N. Johns said that she would make a poll for voting purposes. L. Diaz agreed that this would be best to preserve anonymity of votes. M. Cappuccilli asked L. Diaz if she was happy to complete another term. L. Diaz said that she enjoys this position has been working in HIV field since she was 20. L. Diaz said she has a lot on her plate, yes, but she is happy to continue her role and will always make room for the council and its work.

N. Johns put a poll on the screen, voting on L. Diaz's nomination. She noted that this poll was only for Planning Council members to vote on. **Vote: 94% approved, 6% percent abstaining. Co-Chair Role Accepted: L. Diaz accepted the role.**

### **Committee Reports:**

#### ***—Executive Committee—***

No report.

#### ***—Finance Committee—***

A. Edelstein reported that Finance committee met last week and reviewed the spending report A. McCann-Woods presented today. They also discussed the upcoming Executive Committee meeting and committee structure. They entertained the possibility of Finance Committee taking on some roles such as Priority Setting.

#### ***—Nominations Committee—***

M. Cappuccilli reported that they would likely be scheduling meetings in the near future. They are figuring out how to get applications to Nominations Committee in a confidential way. D. Law said that they do not have a set time until all documents are in place. The Council must have 1/3 of unaligned consumers. Until they have enough representation from unaligned consumers on the Council and meet that federal requirement, she was unsure of the timeline. Because of COVID-19, D. Law said it has been a challenge to reach certain populations. She asked that people help new applicants fill out applications or direct them to the office to help. D. Law said that for now, everyone's memberships are extended until everything is sorted out.

M. Ross-Russell said she worked with J. Baez around a confidentiality agreement which is essentially finalized. Next, it will be sent out to Nominations Committee to sign. OHP internally came to the conclusion that applications need to be entered as data set that can be sent to Nominations Committee for review. Once they figure out the best way to do this, OHP will distribute the data set. D. D'Alessandro asked what an unaligned consumer meant, and M. Ross-Russell responded that this meant the member was not on a board or staff that receives RW funding. M. Ross-Russell said they could likely set up a Nominations meeting this month or next.

M. Ross-Russell asked that those who have not yet filled out applications, whether they are applying for the first time or reapplying, please go online to complete the application. She noted that tax clearances can be difficult, so anyone have trouble can ask the office for assistance. D. D'Alessandro offered to help recruit unaligned consumers as members.

#### ***—Prevention Committee—***

L. Matus reported that the committee met virtually and received an update from AACO regarding EHE. They also discussed committee structure and focus and looked at their work plan.

**—Comprehensive Planning Committee—**

G. Grannan reported that the committee discussed the Integrated Plan and have focused discussions around elders/the aging population.

**—Positive Committee—**

N. Johns reported that the committee has been doing informal check-ins and have started to discuss how to move forward with keeping people engaged. They are mostly just checking in with members to see how they are doing. If anyone is interested, they will be moving the committee meetings to the second Monday of each month from 7:00 – 8:00 p.m. She said that the committee both discusses HIPC business and acts as a form of social support during the tough times.

**Old Business:**

None.

**New Business:**

M. Ross-Russell said there was supposed to be a meeting on Monday to discuss business around the Open House, but it never happened. Therefore, OHP was asking those interested in participating in the Open House discussion to stay after this meeting to go over some items in preparation of the Virtual Open House.

**Announcements:**

K. Carter announced that Tuesday, October 13<sup>th</sup> from 12:00 – 1:00 p.m., the LGBT Elder Initiative was hosting a free presentation on understanding COVID-19 vaccine research/what it is like to be part of a clinical trial. He would send information to the office to distribute.

**Adjournment:**

L. Diaz called for a motion to adjourn. **Motion:** K. Carter motioned, G. Grannan seconded to adjourn the October 2020 HIPC meeting. **Motion passed:** Meeting adjourned at 3:49 p.m.

Respectfully submitted,

Sofia Moletteri, staff

Handouts distributed at the meeting:

- October 2020 HIPC Meeting Agenda
- September 2020 HIPC Meeting Minutes
- Other Integrated Planning Council Committee and Planning Body Structure
- Commission Structure and Responsibilities (Washington DC)