

Philadelphia HIV Prevention Planning Group (HPG)
Meeting Minutes of
Wednesday, October 26, 2016
2:30-4:30p.m.

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

Present: Jennifer Chapman, Gus Grannan, Clint Steib, Paul Yabor

Excused: Tiffany Dominique, Loretta Matus

Absent: Caitlin Conyngham, Fred Graham, Daniel Harris, Mark Anthony Wilson, Jr., Nick Wood

Guests: Leroy Way, Melvin White, George Matthews, Robert Woodhouse

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

Call to Order: J. Chapman called the meeting to order at 2:40p.m.

Welcome/Moment of Silence/Introductions: J. Chapman welcomed HPG members and guests. A moment of silence followed. Those present then introduced themselves.

Approval of Agenda: J. Chapman presented the agenda for approval. **Motion:** G. Grannan moved, C. Steib seconded to approve the agenda. Motion passed: All in favor.

Approval of Minutes (*September 28, 2016*): J. Chapman presented the minutes for approval. **Motion:** C. Steib moved, G. Grannan seconded to approve the September 28, 2016 minutes. Motion passed: All in favor.

Report of Co-Chair: J. Chapman stated that she had recently attended a UCHAPS meeting in Chicago. She said the meeting focused on 4th generation HIV testing along with state and city plans to end the HIV epidemic from New York, San Francisco, and other jurisdictions. She said a speaker attended from the International Association of Providers of AIDS Care (IAPAC) who spoke about their Fast Track Cities initiative, which assisted cities across the world in planning for eliminating the HIV epidemic. She said that she'd make a presentation to the group on these topics in the future. M. White said that he was part of an organization that sought to end the HIV epidemic in Pennsylvania by 2020. J. Chapman suggested that M. White share this information with her so it could be included in the presentation as well.

Report of Staff: B. Morgan said the Pennsylvania statewide HIV Planning Group (HPG) would meet in November to discuss the future of the statewide HPG. She explained that meetings were open to the public, though transportation reimbursement was only provided for members. She stated that the group would meet in Harrisburg from November 16-17.

J. Chapman asked if many statewide HPG members' terms were ending. B. Morgan stated that 24 out of 28 members' terms were expiring at the end of the year. Further, they were exploring changes to the format because the statewide HIV prevention and care plan had been completed. Finally, there had recently been leadership changes. J. Chapman stated that anyone with suggestions who could not attend the meeting in Harrisburg could pass them along to B. Morgan.

G. Grannan asked if applications would be open for the statewide planning group. B. Morgan replied that it was uncertain at this point. P. Yabor said that there had been discussions in the past

about changing the frequency of statewide HPG meetings. B. Morgan stated that changing the meeting locations had also been discussed. J. Chapman asked if member attendance was good at the statewide HPG meetings, and B. Morgan said it was.

P. Yabor asked who was in a leadership role at the statewide HPG. B. Morgan stated that Richard Smith was the community co-chair. She added that Ken McGarvey had been the governmental co-chair in the past, but was no longer with the Division of HIV Disease. She explained that Lana Adams was the director of Division of HIV Disease and attended statewide HPG meetings but was leaving the position. She noted that several Division of HIV Disease staff members had been rotating as acting governmental co-chairs.

Discussion Item:

- **Care/Prevention Integration**

B. Morgan stated that the Integrated Executive Committee met last week to discuss the future integration of the care and prevention planning bodies. She said the Integrated Executive Committee continued their discussions of leadership and the committee structure for the integrated body. She noted that the group had decided that there would be 3 co-chairs. She said at least one of the co-chairs would represent the prevention perspective and at least one would be HIV positive. She stated that continuity of membership had also been discussed. In order to minimize changes in membership, she explained that the committee had decided HPG members would apply for Planning Council membership, and the combined planning body would be renamed. She added that a standing prevention committee would be formed.

J. Chapman said she had Planning Council applications with her. She invited HPG members to fill out an application in today's meeting. She said that the Nominations Committee would review HPG members' applications for Planning Council membership prior to integration. B. Morgan noted that the Integrated Executive Committee had decided that all current HPG members in good standing would automatically be accepted for membership in the integrated group.

J. Chapman asked if a target date had been set for integration. B. Morgan replied that the ideal target date would be March 1st, which was the beginning of the Ryan White Part A grant year.

C. Steib suggested that applications for Planning Council membership be sent out to all HPG members by email, so those who were not at today's meeting could be given an opportunity to join the integrated body.

- **RWPC Report – OHP Staff**

J. Hayes stated that the Planning Council had heard a presentation from Alex Shirreffs of the Philadelphia Department of Public Health (PDPH) about a new grant that they recently received regarding HIV/Hepatitis C co-infection. She added that the Planning Council had reviewed their allocations, reallocations, and priority setting process documents and updated them to reflect the way things were currently done. She noted that the Finance Committee and representatives of the recipient had presented an end-of-year fiscal report for 2015-2016 and a 2nd quarter underspending report for the 2016-2017 fiscal year.

P. Yabor asked for more information about A. Shirreff's presentation. J. Hayes stated that the presentation slides were available on the Office of HIV Planning's website and SlideShare account¹. She added that more notes on the presentation could be found in the meeting minutes,

¹ <http://www.slideshare.net/HIVPhilly/working-toward-eradication-hepatitis-chiv-coinfection-presentation-alex-shirreffs-pdph>

which would be posted online after they were approved at the next Planning Council meeting. She noted that A. Shirreffs had shared her contact information at the end of her presentation, and he could speak with her for more information.

J. Chapman suggested that the HPG compile a list of information they'd need to feel more comfortable with the Planning Council terms and responsibilities. For instance, she stated that the HPG could request a presentation to familiarize themselves with allocations, reallocations, priority setting, and so forth.

Old Business: None.

New Business: J. Chapman noted that the HPG meeting for November was scheduled for the day before Thanksgiving. She asked the group if they'd like to hold a combined meeting with the RWPC on November 10th. C. Steib asked where the meeting would be held. B. Morgan said it would be held at the OHP. M. Ross-Russell stated that representatives of the AIDS Law Project would be presenting on Medicare, Medicaid, and ACA insurance plans. She noted that, for next year, the Planning Council had placed funding in health insurance premium/cost-sharing assistance. While the Planning Council had not elected to fund health insurance premiums in the level funding budget, they had discussed implementing a cost-sharing program at level funding. G. Grannan asked if the presentation would be accessible online, and M. Ross-Russell stated that it would.

B. Morgan pointed out that the December HPG meeting date was currently scheduled for the 28th, which fell between Christmas and New Year's. She asked if the group would like to change the meeting date. J. Chapman asked if December 14th or 21st worked for everyone. Members agreed by consensus that they'd prefer to move the meeting to December 14th.

M. Ross-Russell asked if the HPG would like to hear a Planning Council primer at their December meeting. The group agreed that they'd like to hear a presentation.

Research Updates: None.

Announcements: P. Yabor announced that the AIDS Watch scholarship applications² had just been released. He stated that the event would be held in Washington, DC in March. N. Johns said that the deadline for applying was December 31st. P. Yabor stated that applicants needed to have a letter of reference.

N. Johns said that she'd printed copies of a handout about opioid overdose prevention in Pennsylvania. She stated it was just released by the State Epidemiological Outcomes Workgroup this week. She noted that the report was for the whole state of Pennsylvania.

G. Grannan said that SWOP and Project Safe would be hosting a listening session on Friday from 1-3pm at ActionWellness on Arch Street. He stated that the public was welcome to attend the event. P. Yabor asked if RSVPs were needed. G. Grannan replied that they were not.

P. Yabor announced that a conference on the opiate epidemic, HIV, and Hepatitis C would be held in at the Valley Forge Casino Resort on December 8th³.

² <http://www.aidsunited.org/Policy-0024-Advocacy/AIDSWatch.aspx>

³ <http://www.hepcap.org/sepaopioidconference/>

N. Johns stated that the Planning Council, Needs Assessment, and Comprehensive Planning Committees were working on the 2017 consumer survey. She said that, at the next CPC meeting on November 17th, the group would be discussing distribution of the survey. She noted that the survey would particularly target Spanish-speaking people, transgender women, and young adults. She stated that the survey would be offered online. She asked anyone who knew providers who'd be interested in distributing the survey to contact OHP staff.

Adjournment: The meeting was adjourned by general consensus at 3:13p.m.

Respectfully submitted by,

Jennifer Hayes, OHP

Handouts distributed at the meeting:

- Meeting Agenda
- September 28, 2016 Meeting Minutes
- OHP Calendar

MEETING AGENDA

Wednesday, October 26, 2016

2:30 p.m. – 4:30 p.m.

Call to Order

Welcome/Moment of Silence/Introductions

Approval of Agenda

Approval of Minutes (*September 28, 2016*)

Report of Co-Chairs

Report of Staff

Discussion Item:

- Care/Prevention Integration
- RWPC Report – *OHP Staff*

Old Business

New Business

Research Update

Announcements

Adjournment

Please contact the office at least 5 days in advance if you require special assistance.

The next HIV Prevention Planning Group (HPG) meeting will be held on
TBD from 2:30-4:30p.m. at
the Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia, PA 19107
(215) 574-6760 • FAX (215) 574-6761 • www.hivphilly.org

Philadelphia HIV Prevention Planning Group (HPG)
Meeting Minutes of
Wednesday, September 28, 2016
2:30-4:30p.m.

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

Present: Caitlin Conyngham, Tiffany Dominique, Gus Grannan, Loretta Matus, Clint Steib

Excused: Jennifer Chapman

Absent: Fred Graham, Daniel Harris, Mark Anthony Wilson, Jr.

Staff: Mari Ross-Russell, Debbie Law, Briana Morgan, Antonio Boone, Jennifer Hayes

Call to Order: T. Dominique called the meeting to order at 2:38p.m.

Welcome/Moment of Silence/Introductions: T. Dominique welcomed HPG members and guests. A moment of silence followed. Those present then introduced themselves.

Approval of Agenda: T. Dominique presented the agenda for approval. **Motion:** G. Grannan moved, C. Steib seconded to approve the agenda. **Motion passed:** All in favor.

Approval of Minutes (August 17, 2016): T. Dominique presented the minutes for approval. **Motion:** G. Grannan moved, C. Steib seconded to approve the August 17, 2016 minutes. **Motion passed:** All in favor.

Report of Co-Chair: No report.

Report of Staff: B. Morgan announced that the Integrated HIV Prevention and Care Plan had been submitted to HRSA, ahead of the September 30th due date. She thanked the group for their participation in writing and editing the plan.

M. Ross-Russell said that the OHP and RWPC were currently working on the consumer survey. She said they hoped to have it completed by November or December and distributed by the beginning of next year. She said the survey would be distributed by providers, and an online version would be available. She stated that the Comprehensive Planning and Needs Assessment Committees would be reviewing the survey at their next meetings. T. Dominique asked if the survey concerned prevention as well as care. M. Ross-Russell said it mostly focused on care-related questions, but there was overlap with prevention as well. M. Coleman asked if input would be accepted about the consumer survey. M. Ross-Russell said that the survey would be going through a process of revision. She stated that a draft version of the survey would be piloted with the Positive Committee and changed based on feedback from the pilot.

T. Dominique asked if there was a timeline for distribution of the survey. M. Ross-Russell said it wasn't possible to set a strict timeline, as providers would be responsible for getting it out to their clients. However, she explained that they'd like to either get it out before the holidays or in the weeks following them. She stated that analysis on the survey results would begin in April and May.

G. Grannan asked if the survey could be sent out multiple times across different seasons. He noted that target populations changed between the winter and warmer seasons, as people came to Philadelphia and left. He asked if the survey would be used for grant applications. M. Ross-Russell replied that the Planning Council was responsible for making decisions based on documented need. She noted that the survey was sent out approximately every 5 years. She reiterated that the survey was not necessarily distributed to clients when it was initially sent out, as it was the responsibility of providers to get it to clients. She explained that providers would mail out the survey but would also make it available in person in their agencies. She noted that the online survey may reach more people as well. G. Grannan asked if the online version of the survey could be kept up for 8-10 months and formal analysis could be withheld until that time. M. Ross-Russell responded that this may be possible. However, she stated that making the survey available for a long period of time may require that information be stored for longer than was desirable for confidentiality reasons. She stated that conversations about the timeframe and other considerations needed to be finished before the survey was submitted to the health department for review.

M. Ross-Russell explained that no information from surveys would be stored on the survey website, including IP addresses, and cookies would not be used to collect information on visitors. She stated that the OHP did not maintain any client lists and associated no names with individual surveys. She invited feedback at upcoming Comprehensive Planning Committee meetings.

T. Dominique asked if HPG members could help with survey distribution. For instance, they could speak with providers in the community to encourage them to get the survey to their clients. M. Ross-Russell replied that the survey was typically sent out to providers first, and then providers who had not distributed the survey received follow-up calls.

C. Conyngham pointed out that the surveys were mailed out to many clients. She asked how people would receive the survey if they did not have addresses or were housed in shelters. M. Ross-Russell explained that the OHP worked with provider agencies to make surveys available in house at those organizations. She noted that organizations helped inform their clients that the survey was available. She stated that the OHP mailed packets to providers containing the survey, a letter of introduction, and postage paid envelopes. She stated that the online survey might help increase the reach. She noted that 3000-3500 paper surveys would be sent out. She said that return rates in the past had averaged about 20-25%, and hopefully the online survey would increase that rate. B. Morgan stated that past return rates were based on surveys sent out from the OHP, but it was not known how many were lost at the provider level.

Discussion Item:

- **Care/Prevention Integration**

B. Morgan stated that the Integrated Executive Committee had met last week and discussed care and prevention integration. She said co-chairs from the care and prevention side discussed the integration process. She noted that the RWPC and HPG supported integration of the two bodies, and they'd voted to designate the Integrated Executive Committee as the group responsible for implementing integration. She stated that the group discussed the structure of the new integrated body. She said they planned to retain most of the subcommittee structure of the RWPC, with the addition of a prevention subcommittee. She noted that there were currently 5 standing subcommittees of the Planning Council. She said that prevention and care would both be represented on the subcommittees. She noted that some prevention-specific issues like PrEP would be discussed in the prevention subcommittee, whereas issues that spanned both sides like linkage to care would be discussed in one of the other subcommittees or a combined meeting.

G. Grannan noted that the community prevention co-chair fulfilled certain responsibilities. He asked how those responsibilities would be filled after the bodies unified. B. Morgan replied that the Integrated Executive Committee was discussing this issue. She said they'd discussed having 3 co-chairs for the integrated body. She noted that the prevention-specific co-chairs might be asked to attend UCHAPS meetings. M. Ross-Russell stated that representatives of the prevention side would be included in care-related discussions and vice versa. She noted that discussions about how to encourage equitable participation from both prevention and care would be continued throughout the coming months.

T. Dominique asked about the timeframe for integration. B. Morgan stated that there would be Integrated Executive Committee meetings once a month to discuss integration, for the next 4 months. She said there was no standing meeting time, and meetings had been scheduled through Doodle. She noted that anyone who was interested in participating in the Doodle and possibly attending the meeting was welcome to. She stated that all HPG members would be included on those emails.

M. Ross-Russell stated that J. Chapman would follow up with UCHAPS to see what their requirements were regarding jurisdictional representation on UCHAPS. T. Dominique noted that J. Chapman would be attending a UCHAPS meeting in Chicago next month.

- **RWPC Report – OHP Staff**

J. Hayes reported that the Planning Council voted to approve a reallocation request from AACO to move funding in NJ from medical case management to outpatient ambulatory care. She added that the Planning Council also discussed integration and heard standard subcommittee reports.

Old Business: None.

New Business: None.

Research Updates: T. Dominique stated that the Delaney Collaboratory to Cure HIV was funded in August for 23 million dollars, and that Philadelphia FIGHT was a partner involved in the program. She stated that they were in the process of developing a community advisory board looking at cure research. She asked anyone who was interested in participating in the CAB to speak with her. She said they were hoping to have the board up and running by December.

She noted that the study HBCN 704 at the University of Pennsylvania looked at an infusion to prevent people from getting HIV. She stated that the study was on a nationwide quasi-safety pause, limiting enrollment to 2-3 people a month. She noted that there had been no adverse effects from the study so far.

T. Dominique stated that a PrEP study would be open by the end of the year, concerning injectable PrEP. She said they hoped to have 90-100 people enrolled in the study. G. Grannan asked how long the injectable PrEP product would last. T. Dominique said she was unsure about the durability of the product. She stated that she'd check on it and email the group. C. Conyngham said that PrEP injectables that were currently being studied lasted about 6 weeks.

T. Dominique reported that the AIDS Clinical Trial Group was doing work about REPRIEVE, and a study was open at 3 different sites: Temple University, Drexel Trials, and the University of Pennsylvania. She noted that the study was seeking people living with HIV/AIDS who have never used statins. She noted that this was one of the biggest treatment studies going on citywide.

Announcements: G. Grannan announced that on October 28th at ActionWellness, the Sex Workers Outreach Project (SWOP) Philadelphia and Project SAFE would host a public listening session from 1-3pm. He said a few city council members were going to attend. He asked anyone who was interested to get in touch with him.

L. Matus reported that Saturday, October 15th was National Hispanic HIV Awareness Day. She said free HIV testing would be offered on 8th and Lehigh from 2-4pm. She stated that Walgreens would also offer flu shots at the event.

M. Pearsall said AACO supported Club 15-09 to offer health services for people at risk of HIV as well as people who were HIV positive. He stated that the program would open on October 3rd in partnership with many local organizations. He noted that there was a PrEP component to 15-09 as well.

T. Dominique said that, this Friday, the Penn Mental Health AIDS Resource Center was doing a Connecting the Dots event at Community Behavioral Health. She said the group was currently at capacity but was looking to eliminate gaps in knowledge about HIV among mental health providers.

T. Dominique stated that AIDS Walk would be held on October 16th.

Adjournment: Motion: L. Matus moved, G. Grannan seconded to adjourn the meeting at 3:12pm. Motion passed: all in favor.

Respectfully submitted by,

Jennifer Hayes, OHP

Handouts distributed at the meeting:

- Meeting Agenda
- August 17, 2016 Meeting Minutes
- OHP Calendar