

**HIV Integrated Executive Committee
Executive Committee
Meeting Minutes
Tuesday, January 9, 2018
12-2pm**

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

Present: Katelyn Baron, Michael Cappuccilli, Loretta Matus, Clint Steib

Excused: Kevin Burns, Keith Carter, Alan Edelstein, David Gana, Gerry Keys, Jeanette Murdock, Adam Thompson

Absent: None

Staff: Antonio Boone, Debbie Law, Briana Morgan, Stephen Budhu

Call to Order/ Introductions: M. Cappuccilli called the meeting to order at 2:05pm. Those present then introduced themselves.

Approval of Agenda: M. Cappuccilli presented the agenda for approval. **Motion:** K. Baron moved, and L. Matus seconded to approve the agenda. **Motion Passed: All in favor.**

Approval of Minutes: M. Cappuccilli presented the June 26, 2017 minutes for approval. **Motion:** K. Baron moved, M. Cappuccilli seconded to approve the June 26, 2017 minutes. **Motion Passed: All in favor.**

Report of Staff

B. Morgan stated the Office of HIV Planning (OHP) website, www.hivphilly.org was relaunched in December. The website features a new searchable resources inventory that was composed of 427 organizations in total. She explained the resources inventory even included organizations that were not funded under the Ryan White Part A Grant, and it offered information pertaining to hours open, and insurance type accepted. M. Cappuccilli asked if this was the first time the OHP website featured a service directory. B. Morgan replied a service directory was available in the past, but it was a pdf file, and also not searchable. M. Cappuccilli asked if the resource inventory information was from AACO, and B. Morgan replied, no, OHP staff called each organization to obtain the information.

B. Morgan stated the new website also included the new updated social determinants of health maps, and she noted the new epidemiology profile and consumer survey report will be posted as soon as they are finalized. She invited the committee to review the website and follow up with her about changes or suggestions that should be incorporated.

Action Items:

- **Review Updated Language for Processes**

B. Morgan asked the committee to review the Philadelphia EMA Planning Council Processes handout. She stated all of the updated processes would have to be brought to the HIPC, but she suggested the Executive Committee should review the processes first. She noted many of the process changes involved updating the language from “Ryan White Planning Council” (RWPC) to “HIV Integrated Planning Council” (HIPC). She added the term, “grantee” would be replaced by “Recipient”.

B. Morgan asked the committee to review page 3 of the resource allocations process. She stated the 10% increase budget would no longer be submitted to HRSA as part of the annual grant application.

She explained HRSA has capped the budget allocation requests to a 5% increase, therefore a 10% increase request will not be made this year. B. Morgan asked the committee to review the “Accessing Administrative Mechanisms” page in the handout. She stated the mechanisms have not been reviewed for quite a while and they were in need of an update. She noted many of the mechanisms called to allow time for meeting materials to be mailed to the HIPC members, which is a process OHP or the HIPC no longer does.

M. Cappuccilli asked if the term “grantee” could be used in any context or if was replaced entirely by the term “Recipient”. B. Morgan replied, “grantee” will no longer be used. She added the term, “funding opportunity announcement” would also no longer be used. It is replaced with “notice of funding opportunity”.

M. Cappuccilli reviewed the grievance procedures from the handout. He asked if there were any grievances filed against the Planning Council. D. Law replied yes, just none of them have been successful because they did not meet the legislative criteria. B. Morgan added on page four of the grievance procedures the arbitration rate per hour would be need to updated to reflect the market hourly rate for lawyers.

M. Cappuccilli asked if the process changes would be presented to the HIPC in their January meeting. B. Morgan replied the processes could be presented to the HIPC after the Executive Committee decided to move forward with the updates. K. Baron asked if the changes were mainly language based. B. Morgan replied, yes, and many of the changes are relatively straight forward. She stated the language has just been modernized, and the only change is the omission of the 10% increase budget request on the HRSA application.

L. Matus reviewed the processes handout, and asked if there were any other major language changes or procedures. B. Morgan replied the language in the processes update was modernized and there no reportable changes besides “grantee” to “recipient” and “funding opportunity announcement” to “notice of funding opportunity”. She added, the other language changes were in the realm of modernization such as “injection drug users” was replaced with “people who inject drugs”.

Motion: L. Matus moved, M. Cappuccilli seconded to approve the new updated processes and recommend them to be presented to the HIPC. Motion Passed: All in favor.

Discussion Items

• HIPC Officer Attendance

M. Cappuccilli informed the committee the Nominations Committee reviewed HIPC officer attendance in their last meeting and identified individuals who were in violation of the attendance policy. He stated the Nominations Committee decided the HIPC officer attendance policy needed to be reviewed, but the committee could not agree on what changes needed to be made. He added, the Nominations Committee recommended the Executive Committee should review the HIPC officer attendance policy.

As a refresher, M. Cappuccilli reviewed the current HIPC attendance policy for the committee. He stated HIPC members could miss no more than 5 total meetings, and were allowed no more than 3 total unexcused absences. He reminded the committee an absence is considered unexcused when the absentee does not notify the Office of HIV Planning prior to the HIPC meeting of their absence.

K. Baron asked if the attendance review was about excused or unexcused absences. She explained some of the officers have been absent as of recent, even though it was excused. The committee discussed the current officers of the HIPC. K. Baron stated that the HIPC currently has only 3 co-chairs, since 1 of the co-chairs resigned recently, and she added 1 of the 3 was on a leave of absence.

M. Cappuccilli proposed there should be always 2 officers plus the one governmental officer at HIPC meetings. B. Morgan stated it was possible for other co-chairs of subcommittees or even regular members to chair HIPC meetings in the absence of HIPC officers. M. Cappuccilli asked is there a set member who would chair meetings in that circumstance. D. Law explained it does happen but it's not necessarily an official procedure. M. Cappuccilli asked if there was anything in the bylaws that stated which co-chair or member should chair HIPC meetings when officers are absent. The committee reviewed the bylaws, and upon review they realized there is no language that specified who should chair meetings when officers are absent. M. Cappuccilli suggested language should be added to formalize the process.

K. Baron recommended the HIPC should open up the nominations process for an interim officer. B. Morgan stated the council could do that, and added the nominations would be open for 30 days. B. Morgan stated the HIPC would be able to vote on nominees in their March meeting since February only had 28 days. B. Morgan added the interim would be until September 2018*. C. Steib asked how many co-chairs were needed for the Planning Council. He explained the council has run with 3 co-chairs for so long, four may no longer be necessary. K. Baron asked if the attendance policy review was focusing on unexcused absences or total absences. D. Law replied total absences. M. Cappuccilli asked K. Baron as an officer of the HIPC what does she feel the attendance policy should be. K. Baron replied, she does not mind being held to a higher standard; however, she does think if the attendance policy was more stringent it would deter members from applying to leadership positions.

Motion: The Executive Committee moved to recommend opening interim officer elections at the January HIPC meeting. **Motion Passed:** All in favor.

C. Steib asked if the attendance policy was for the HIPC meetings or the subcommittee meetings. B. Morgan replied, the attendance policy was in reference to the HIPC meetings. D. Law added the attendance policy is the same currently for the HIPC and the subcommittees. M. Cappuccilli stated even though the committee is focusing on HIPC attendance, members are still required to attend their subcommittee meetings.

L. Matus stated she felt that the co-chair attendance policy should remain the same as general attendance. She stated 5 total absences is enough and going any less would make it difficult for consumers. She explained if the attendance policy was updated, it would deter potential candidates from applying to the HIPC officer position. K. Baron suggested the attendance policy should be kept the same, but after 2 meetings have been missed the Nominations Committee should notify the officer about their attendance. B. Morgan suggested the OHP could develop a packet that describes what the co-chairs requirements are, a refresher of Robert's Rules, and helpful leadership tips.

K. Baron inquired about co-chair terms, and she asked what the HIPC should do if there is no consumer representation in the officer position. B. Morgan replied the Planning Council does require consumer representation in the officers and the officer(s) has to be open with their serostatus. The committee discussed the topic of an officer who was also a consumer. In response to committee discussion, B. Morgan asked the committee to review page 5 of the meeting minutes. She stated on page 5 the bylaws stated consumers must be represented in the officer position. L. Matus asked why the consumers had to disclose their serostatus, and B. Morgan replied, they don't have to state their status to the council, but they have to be willing to disclose their status or have it published. The committee continued to discuss the mandate for consumer disclosure in the officer position.

B. Morgan asked the committee to review the Philadelphia EMA HIV Integrated Planning Council Bylaws. The committee discussed the bylaws and stated the interim officer of the HIPC does not have to

- The HIPC previously decided co-chair elections would take place September 2018

be HIV+. The committee acknowledged the importance of consumer representation, even though they decided it was not mandatory in the interim position. A. Boone stated, from his staff support experience with the Positive Committee, he knows the importance of consumer involvement. He stated PLWH feel great when their voice is heard, and it was important to look for consumer representation to fill leadership positions.

Motion: The Executive Committee moved to recommend the interim officer was not required to be a consumer. **Motion Passed:** All in favor.

- **Leadership Training**

B. Morgan stated A. Thompson has a leadership training program that he was willing to share with the HIPC. She stated the training could be used to acclimate new co-chairs to their leadership position or offer as a refresher to current co-chairs. K. Baron added she would contact him on behalf of the committee to speak about the training in the upcoming Planning Council meeting.

- **Needs Assessment**

B. Morgan stated the Needs Assessment Committee has been meeting with the Comprehensive Planning Committee since December 2016. She explained according to bylaws the Needs Assessment Committee could no longer be a standing committee if they continued to have joint meetings with the Comprehensive Planning Committee. She informed the committee the Needs Assessment could become an ad hoc committee as opposed to a standing committee. She also added the Needs Assessment Committee could be dissolved and the existing members of the committee could be added to the Comprehensive Planning Committee.

The committee reviewed the bylaws and after they discussed the Needs Assessment Committee. After a brief discussion, the committee moved to table the conversation until all Executive Committee members were present.

Motion: The committee moved to table to the Needs Assessment Committee discussion. **Motion Passed:** All in favor.

- **February Meeting**

B. Morgan suggested the Executive Committee should schedule a February meeting. The committee discussed potential dates, and eventually agreed to schedule a meeting on Thursday, February 22, 2018 from 2-4pm. B. Morgan stated the OHP calendar would be updated to reflect the changes.

Old Business: None

New Business: None

Announcements: None

Adjournment: **Motion:** K. Baron moved, L. Matus seconded to adjourn the meeting at 3:32pm. **Motion passed:** All in favor.

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting agenda
- OHP calendar
- June 26, 2017 meeting minutes
- HIPC bylaws
- HIPC updated procedures and processes