

# MEETING AGENDA

## *VIRTUAL:*

*Thursday, April 11th, 2024*

*2:00 p.m. – 4:30 p.m.*

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (March 14th, 2024)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Presentation
  - Overview of CDC Application by DHH
  - Epidemiological Update to include MMP and NHBS
- ◆ Action Item
  - Request for Letter of Concurrence
- ◆ Committee Reports:
  - Executive Committee
  - Finance Committee – Alan Edelstein & Adam Williams
  - Nominations Committee – Michael Cappuccilli & Juan Baez
  - Positive Committee – Keith Carter
  - Comprehensive Planning Committee – Gus Grannan & Debra Dalessandro
  - Prevention Committee – Desiree Surplus & Clint Steib
- ◆ Other Business
- ◆ Announcements
- ◆ Adjournment

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The next HIV Integrated Planning Council meeting is

VIRTUAL: May 9th from 2:00 p.m. to 4:30 p.m.

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

## Staff Directory

Mari Ross-Russell - Director, Finance Committee  
Email: mari@hivphilly.org

Tiffany Dominique — Prevention Committee  
Email - tiffany@hivphilly.org

Debbie Law — Nominations Committee  
Email - debbie@hivphilly.org

Sofia Moletteri— Comprehensive Planning Committee, Poz Committee, Website  
Email: sofia@hivphilly.org

Kevin Trinh — Minutes & Attendance  
Email: kevin@hivphilly.org

Beth Celeste — Reception  
Email: beth@hivphilly.org

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**Philadelphia HIV Integrated Planning Council**  
**Meeting Minutes of**  
**Thursday, March 14th, 2024**  
**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:** Juan Baez, Michael Cappuccilli, Kenneth Cruz, Debra D’Alessandro, Lupe Diaz (Co-Chair), Jose DeMarco, Alan Edelstein, James Ealy, Gus Grannan, Pamela Gorman, Nafisah Houston, Sterling Johnson, Loretta Matus, Alecia Manley, Clint Steib, Desiree Surplus, AJ Scruggs, Shane Nieves, DJ Jack, Erica Rand, Evan Thornburg (Co-Chair), Evelyn Torres, Adam Williams, Mystkue Woods, Nicole Adams

**Guests:** William Short (DHH), Carolyn Edwards, Elvina Arnold, Maddison Toney (DHH)

**Excused:** Veronica Brisco, Jeffrey Haskins

**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 March 2024 HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. The agenda was amended to have W. Short’s presentation first. **Motion:** D. D’Alessandro motioned; L. Matus seconded to approve the amended March 2024 HIPC agenda via a Zoom poll. **Motion passed:** 19 in favor, 1 abstained. The amended March 2024 HIPC agenda was approved.

**Approval of Minutes (February 8th, 2024):** L. Diaz referred to the February 2024 HIPC meeting minutes and asked for a motion to approve. C. Steib said he was present in the February meeting. S. Nieves said the committee report was listed twice. **Motion:** A. Manley motioned; C. Steib seconded to approve the amended February 2024 HIPC minutes via a Zoom poll. **Motion passed:** 15 in favor, 5 abstained. The amended February 2024 HIPC meeting minutes were approved.

**Report of Co-Chairs:**

None.

**Report of Staff:**

None.

**Presentation:**

***-HIV Treatment Update-***

W. Short is an associate professor at University of Pennsylvania and would be presenting on Antiretroviral therapy for the management of HIV past, present, and future. W. Short referenced the first report of HIV in 1981 and described the experience of those living during that era. He said many were dying in the short term and medical practitioners lacked modern treatment to combat the crisis. He said they thought they had found a treatment in Zidovudine (AZT), but found that the treatment complications prevented the drug from being the panacea they were looking for. W. Short said they would spend years attempting to create the right medication that was not harmful to the people they were trying to protect.

W. Short then described the different classes of Antiretrovirals (ART). He compared the difference between the first medications for HIV and the modern treatments they use. He then described the first long acting injectable introduced in 2021. They were Cabotegravir and Rilpivirine. He spoke about Cabenuva and how it was marketed for those who were on ART and were virally suppressed with no history of treatment failure. He said many medical practitioners were hopeful this would benefit those who did not want to take pills. He said there was concern if the person would miss a dosage. W. Short talked about site injection reactions and encouraged those to continue treatment even after the first reaction because the reactions become more mild as treatment continues. W. Short said having the option of injectables and drug-based treatment allowed people living with HIV to have a preferred choice in how they were treated.

E. Rand asked if they were seeing resistance to the drug after people had switched to Cabenuva. W. Short said they did see resistance to the drug but it was lower than they had expected. He estimated that 1% of patients had resistance. C. Steib asked about the drug's interactions with pregnancy. W. Short said they did not have enough data to have an answer but he was able to say that a pregnant person would have the drug in their body for the entire pregnancy due to the lingering effect of the drug.

W. Short then spoke about the upcoming drugs such as broadly neutralizing antibodies, longer acting injectables, once weekly oral treatment options, self-administered injections. C. Steib asked how they managed people who switched their type of medication. W. Short said that for switching people from oral medication to injectables, they would ask the person to stop using the oral medication the day they switched to injectables. The person would wait until they needed their medication and switch. If a person wanted to switch from injectables to oral medication, they would wait until they needed a dose and then switch back to oral medication.

**Action Item:**

***-Documentation Vote-***

S. Moletteri said they had introduced a number of documents in the previous HIPC meeting. They said their 30-day waiting period had lapsed and the HIPC were able to vote on them today. They said they would start with the Open Nominations Policy. The change in the Open Nominations Policy would allow the Open Nominations Panel to speak about applicants' past misconduct and allow HIPC to have a misconduct form to record misbehavior. The applicants would be required to sign a form called the Acknowledgement of Expected Conduct. S. Moletteri said HIPC would not be required to vote on the Acknowledgement of Misconduct Form or the Misconduct Form, only the Open Nominations Policy. S. Moletteri explained that misconduct

would be recorded, but they would also offer notes on the form to ensure that any resolved misconduct was noted. They said there was concern for anonymous complaints and reassured they would not record these complaints. All complaints must be documented and verified.

L. Diaz said that since the documents had come from the Executive Committee, there was no need for a motion and a second. They would be voting for the Open Nominations Policy first.

- A. Scruggs: In Favor
- A. Williams: In Favor
- A. Edelstein: In Favor
- A. Manley: In Favor
- C. Steib: In Favor
- D. Surplus: In Favor
- D. Jack: In Favor
- E. Rand: In Favor
- E. Thornburg: Abstained
- E. Torres: In Favor
- G. Grannan: In Favor
- J. Ealy: In Favor
- J. DeMarco: In Favor
- J. Baez: In Favor
- K. Cruz: In Favor
- M. Cappuccilli: In Favor
- M. Woods: In Favor
- P. Gorman: In Favor
- S. Nieves: In Favor
- L. Diaz: Abstained
- L. Matus: In Favor

**Motion Passed: 19 in Favor; 2 Abstained. The Open Nominations Policy was approved.**

M. Ross-Russell described the Letter of Acknowledgement. She said the issue was that organizations that applied for grants would contact the office before the applications were due. Previously, the HIPC would require the provider to present on the services proposed. Additionally, it had been a requirement for the organizations seeking a letter of support to have someone become a part of the HIPC. M. Ross-Russell said once the grant was approved, the representative from the organization would often stop attending meetings. She said that resulted in HIPC providing only letters of acknowledgement. M. Ross-Russell said this policy was written before but it was lost. She said she had written a new document and presented it to the HIPC members.

- A. Williams: In Favor
- A. Edelstein: In Favor
- A. Manley: In Favor
- C. Steib: In Favor
- D. Surplus: In Favor

D. Jack: In Favor  
E. Rand: In Favor  
E. Thornburg: Abstained  
G. Grannan: In Favor  
J. DeMarco: In Favor  
J. Baez: In Favor  
M. Cappuccilli: In Favor  
M. Woods: In Favor  
N. Houston: In Favor  
P. Gorman: In Favor  
S. Nieves: In Favor  
L. Diaz: Abstained  
L. Matus: In Favor  
A. Scruggs: In Favor

**Motion Passed:** 17 in favor, 2 abstained. The Letters of Acknowledgement were approved.

M. Ross-Russell said that they were proposing to update the HIPC ByLaws. She said the proposed changes would address frequent disruptive behavior from the same person. Previously, a person was given three strikes within a meeting, at which point they would be asked to leave. The changes stated that if a person was asked to leave three times within a planning year, further action could be taken by the Executive Committee to address the situation. The Executive Committee could recommend suspension or permanent removal from HIPC.

A. Williams: In Favor  
A. Edelstein: In Favor  
A. Manley: In Favor  
C. Steib: In Favor  
D. Surplus: In Favor  
D. Jack: In Favor  
E. Rand: In Favor  
E. Thornburg: Abstained  
G. Grannan: In Favor  
J. DeMarco: In Favor  
J. Baez: In Favor  
M. Cappuccilli: In Favor  
M. Woods: In Favor  
N. Houston: In Favor  
P. Gorman: In Favor  
S. Nieves: In Favor  
L. Diaz: Abstained  
L. Matus: In Favor  
A. Scruggs: In Favor

**Motion Passed:** 17 in favor, 2 abstained. The proposed changes to the HIPC ByLaws were approved.

S. Moletteri presented the HIPC members with the Annual Disclosure of Interest form. They said the Nomination Committee and Executive Committee had reviewed the document and it did not need to be voted on. The form would ask the members to update their conflict of interest yearly. M. Ross-Russell reminded HIPC that conflict of interest was inherent to the planning process based on the legislative member requirements.

**Committee Reports:**

***-Executive Committee-***

*None.*

***-Finance Committee-***

*None.*

***-Nomination Committee-***

J. Baez said the Nominations Committee discussed membership attendance and prepared for the Open Nominations process. They devised a plan to reach out to members who were in jeopardy.

***-Positive Committee-***

*None.*

***-Comprehensive Planning Committee-***

G. Grannan said they had met last month and were to continue reviewing service standards in the next meeting.

***-Prevention Committee-***

C. Steib said the Prevention Committee had met last month and had a presentation from DHH on the CDC Prevention Notice of Funding. He said DHH planned to continue with the presentation in the next month. .

**Other Business:**

None.

**Announcements:**

None.

**Adjournment:**

L. Diaz called for a motion to adjourn. **Motion: C. Steib motioned and A. Williams seconded to adjourn the February 2024 HIPC meeting. Motion passed: All in favor.** The meeting adjourned at 3:53 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- March 2024 HIPC Agenda
- February 2024 HIPC Committee Meeting Minutes
- Open Nominations Policy
- Acknowledgement of Expected Conduct
- Member Misconduct

DRAFT