

---

---

**Philadelphia HIV Integrated Planning Council**

**Meeting Minutes of**

**Thursday, June 13th, 2023**

**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, Veronica Brisco, Keith Carter, Lupe Diaz (Co-Chair), Alan Edelstein, Gus Grannan, DJ Jack, Jeffrey Haskins, Sharee Heaven (Co-Chair), Gerry Keys, Loretta Matus, Alecia Manley, Patrick Mukinay, Jerome Pipes, AJ Scruggs, Desiree Surplus, Mystkue Woods

**Guests:** Maddison Toney (PADHH), Ameenah McCann-Woods (DHH)

**Excused:** Michael Cappuccilli, Jose DeMarco, Evelyn Torres, James Ealy

**Staff:** Tiffany Dominique, Debbie Law, Sofia Moletteri, Mari Ross-Russell, Kevin Trinh

**Call to Order:** L. Diaz called the meeting to order at 2:06 p.m.

**Introductions:** L. Diaz asked everyone to introduce themselves.

**Approval of Agenda:** L. Diaz referred to the June 2024 HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. **Motion:** G. Keys motioned; K. Carter seconded to approve the June 2024 HIPC agenda via a Zoom poll. Motion passed: 12 in favor, 2 abstained. The June 2024 HIPC agenda was approved.

**Approval of Minutes (May 9th, 2024):** L. Diaz referred to the May 2024 HIPC meeting minutes and asked for a motion to approve. L. Diaz then suggested it be clarified that M. Toney represents the State of PA and not the Philadelphia DHH. T. Dominique said “J. Browne” was misspelled on page 4. **Motion:** K. Carter motioned; A. Edelstein seconded to approve the amended May 2024 HIPC minutes via a Zoom poll. Motion passed: 14 in favor, 4 abstained. The amended May 2024 HIPC meeting minutes were approved.

**Report of Co-Chairs:**

None.

**Report of Staff:**

As June came to a close, M. Ross-Russell reminded HIPC members that the allocations meetings were upcoming. In addition to the allocations meetings, the HIPC site visit was taking place in the same month.

S. Moletteri reported that the tabling at the Aging with HIV Symposium was a success. They said they got more subscribers for the newsletter and shared ways for newcomers to get involved in HIPC.

**Action Item:**

***-Final Allocations-***

M. Ross-Russell said that every year, the HIPC would receive the final award and choose one of their three budget decisions made during the allocations process. They received this final award in May. The Finance Committee had met earlier to review the allocations spreadsheets and the instructions that had accompanied those spreadsheets. The award they received was the closest to the level funding budget created last year. Funding for the year ending in February 29, 2024 was \$23,171,888 which had included formula, supplemental, and Minority AIDS Initiative (MAI) funds. M. Ross-Russell said the funding that had started on March 1, 2024 was \$22,898,011. The difference was \$241,880. M. Ross-Russell said Systemwide services would have their funding removed first. Services such as Administrative Services, Quality Management and Client Services Unit had their funding taken of the top. M. Ross-Russell said they had presented a comparison between the funding from FY 2023-2024 and FY 2024-2025 based on region. She said there was a service funding difference of -\$204,040/-1.136% when compared to the previous year. Philadelphia County had a reduction of \$136,550. The PA Counties had a reduction of \$26,717. The NJ counties had a reduction of \$26,773.

A. Edelstein, the Finance Committee Co-Chair, said that because the funding was closest to the level funding scenario, the Finance Committee was recommending they follow the level funding budget scenario. He read the level funding decision for each region. New Jersey's level funding decision was to fund all service categories at the proportional level funding as allocated in FY2023. The PA Counties' level funding decision was to fund all service categories at proportional level funding as allocated in FY2023 with the exception of Emergency Financial Pharmacies (EFA) Services. The service would be reduced by \$80,000 and the funding would be redirected to Transportation Services. Philadelphia County's level funding decisions stated that they would fund all service categories at proportional level funding as was currently allocated in FY2023. S. Moletteri brought up the spreadsheet for all the regions. A. Edelstein explained how the spreadsheet was structured to show the differences for the FY 2023-2024 and FY 2024-2025 allocations.

The Finance Committee would review the Minority AIDS Initiative (MAI) spreadsheets. He listed all the services that would be included in this description. The difference between the MAI FY 2023-2024 budget and the FY 2024-2025 was a decrease of \$28,429.

**Motion:** A. Edelstein motioned to approve all level funding budget scenarios for all three regions and the Minority AIDS Initiative budgets with the Finance Committee's recommendation for approval.

- A. Edelstein: Abstained
- L. Diaz: Abstained
- C. Steib: In Favor
- G. Grannan: In Favor
- A. Manley: In Favor
- G. Keys: In Favor
- A. Scruggs: In Favor

D. Surplus: In Favor  
M. Woods: Abstained  
S. Heaven: Abstained  
V. Brisco: In Favor  
K. Carter: In Favor  
L. Matus: In Favor  
J. Baez: In Favor  
D. D'Alessandro: In Favor  
J. Haskins: In Favor  
J. Pipes: In Favor

**Motion Passed:** 13 in favor, 4 abstained. The motion to approve the three level funding budget scenarios and the Minority AIDS Initiative budget was passed.

The HIPC member would review the Systemwide service category spreadsheets. M. Ross-Russell explained the service categories that the members would be voting on. The total amount awarded for FY 2024-2025 was \$21,043,528. This reflected a reduction of \$241,880 from the final award for FY 2023-2024 allocations of \$21,285,408. M. Ross-Russell said the Systemwide allocations of \$3,292, 005 required approval and also included the Minority AIDS Initiative Systemwide funding which amounted to \$206,793.

**Motion:** A. Edelstein motioned to approve Systemwide and MAI funds as represented in the spreadsheets with the Finance Committee's recommendation for approval.

A. Edelstein: Abstained  
L. Diaz: Abstained  
C. Steib: In Favor  
G. Grannan: In Favor  
A. Manley: In Favor  
D. Jack: In Favor  
G. Keys: In Favor  
D. Surplus: In Favor  
M. Woods: In Favor  
S. Heaven: Abstained  
V. Brisco: In Favor  
K. Carter: In Favor  
L. Matus: In Favor  
J. Baez: In Favor  
D. D'Alessandro: In Favor  
J. Haskins: In Favor  
J. Pipes: In Favor

**Motion Passed:** 14 in favor, 3 abstained. The motion to approve Systemwide and MAI budgets was passed.

***-Monitoring of the Administrative Mechanism-***

A. Edelstein said they would be reviewing the Monitoring of the Administrative Mechanism document. He said the document was adopted and reviewed by the Finance Committee to ensure the Recipient was meeting its goals and reporting to HIPC on their progress. The first few items on the document was the Procurement Process. This process required the Recipient to present to HIPC information about a Request for Proposal (RFP). The Recipient was to ensure that this process was efficient, effective, fair and inclusive. The Recipient was to report on the RFP results. These items were marked not applicable because the Recipient did not conduct a Ryan White Part A during the fiscal year ending on February 29th, 2024.

The next item required the Recipient to report to HIPC on the percent of contracts that were fully executed within 90 days after the Notice of Grant Award (NOA). A. Edelstein said all contracts were confirmed within 90 days of the NOA. The Recipient was required to inform HIPC of any obstacles to timely reimbursement for Subrecipients. If there were obstacles, HIPC was to be informed of any adverse effects on clients or providers. A. Edelstein said A. McCann-Woods had been reporting this information through her quarterly spending reports and all subrecipients had been compensated in a timely manner.

The Recipient was to notify HIPC of late invoicing. The late invoicing summary was to be presented to the Finance Committee on a quarterly basis. A. Edelstein said A. McCann-Woods had fulfilled this through spending reports. The next item on the document required the Recipient to notify HIPC of partial awards/continuing resolution so HIPC could approve a budget. A. Edelstein reported that upon arrival of the NOA, the Recipient had notified the HIPC and Finance Committee and the appropriate budget plan was crafted.

Next, it was listed that the Recipient would distribute funding in accordance with the approved allocation decisions made by HIPC. The Recipient was to provide a copy of the allocations report HIPC after the report had been submitted to HRSA. A. Edelstein said this information had been provided as part of the quarterly spending reports and reallocation requests.

The Recipient would provide regular reports on service utilization and expenditures by service category. A. Edelstein said the service utilization information was provided to the HIPC annually as part of materials leading up to the allocations process.

Regarding reallocation requests, the Recipient had to request HIPC of any reallocation greater than the 10% threshold so HIPC could make and approve adjustments during the year. A. Edelstein said the Recipient had provided a detailed explanation of two requests during the year. These two requests were reviewed and approved by the Finance Committee and HIPC. The document stated that the Recipient was to have a staff member at each committee meeting except when asked not to attend. The meeting minutes would be used to monitor this indicator on an annual basis. A. Edelstein said that this requirement was met. A. McCann-Woods had participated in all 10 Finance Committee meetings during the fiscal year end 2024 as well as 11 HIPC meetings and each of the allocations meetings held.

During the allocations process, each region created directives for the Recipient to fulfill. The Recipient was to implement the directives and report back on the results. At the end of the allocations process in July 2023, there were 11 individual directives. All directives were reported on with the exception of three directives. A. Edelstein listed the three directives from the Philadelphia and New Jersey counties. The first directive focused on finding the services used and needed by people living with HIV over age 50. The second directive focused on increasing access to food bank services. The third directive requested that the Recipient ensured subrecipients disseminated information of the availability of EFA funding. All directives were expected to be reported on by August 2024.

**Motion:** A. Edelstein motioned to approve the Monitoring of the Administrative Mechanism with the Finance Committee’s recommendation for acceptance via Zoom poll.

**Motion Passed:** 13 in favor, 5 abstained. The HIV Integrated Planning Council had accepted the Monitoring of the Administrative Mechanism.

**Discussion Item:**

***-Overview of Upcoming Allocations Process-***

M. Ross-Russell described the upcoming Allocations Process and what the members could expect. She said allocations would take three weeks starting in the second week of July. Each week would focus on one region starting with New Jersey County, followed by the Pennsylvania Counties, and ending with Philadelphia County. M. Ross-Russell described the structure of each week as three days of meetings. Tuesdays of each week would be devoted to disseminating information and reviewing data. The meeting on Wednesday would be reserved for the members to ask questions. Thursday would have a meeting to create the allocation budgets. The allocations would consist of a level, 5% decrease and 5% increase budget. Each year, the allocations would be based on the latest prevalence data. The funding would shift according to the data. The Finance Committee would then review the budgets. The Finance Committee would meet on June 27th for their next meeting.

S. Moletteri reviewed the various links on the website where they could find the information on allocations. The link could be found in the allocations section on the Office of HIV Planning website under the Planning Council tab.

**Committee Reports:**

***-Executive Committee-***

None.

***-Finance Committee-***

None.

***-Nomination Committee-***

J. Baez said the committee had met to review the drafted letter that would be given to new members in lieu of the pending appointment letter from the Mayor’s Office. The letter stated that the member had been recommended for appointment to HIPC

***-Positive Committee-***

K. Carter announced that the next Positive Committee would meet June 17th. It will be a virtual meeting unlike the previous month's meeting. He said they had five people sign up for the in-person meeting but only three people were able to attend due to unforeseen circumstances. He said this was a greater turnout than the usual meeting and he looked forward to increased attendance due to the Aging with HIV summit.

***-Comprehensive Planning Committee-***

G. Grannan said the Comprehensive Planning Committee had met to create recommendations for the allocations and they were planning to discuss the allocations in their next meeting.

***-Prevention Committee-***

C. Steib said the Prevention Committee did not meet in May and would be meeting on June 26th.

**Other Business:**

None.

**Announcements:**

M. Toney said the PA Division of HIV Health was hosting an HIV conference in Pittsburgh on June 26th and registration was open right until the start of the meeting.

A. Edelstein asked if there was a response to the harm reduction letter they had sent to the Mayor's Office. M. Ross-Russell replied that there was no response.

D. D'Alessandro announced a training program from the MidAtlantic that would take place the next day from 12pm-1pm.

T. Dominique announced that June 19th, 12th and Chestnut Street would be renamed the Michael Hensen Way and there was a celebration taking place at 3pm. J. Haskins said there was a reception after the street was named and the William Way Center. He said Philadelphia FIGHT would be having an event for AIDS education month. He said he would be moderating one of the panels on HIV and aging. The event would be an in-person event.

**Adjournment:**

L. Diaz called for a motion to adjourn. **Motion: K. Carter motioned, D. D'Alessandro seconded to adjourn the HIV Integrated Planning Council meeting. Motion passed: Meeting adjourned at 3:30 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- June 2024 HIPC Agenda
- May 2024 HIPC Committee Meeting Minutes