

# MEETING AGENDA

## *VIRTUAL:*

*Thursday, January 9th, 2025*

*2:00 p.m. – 4:30 p.m.*

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (December 12th, 2024)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Presentation
  - Roles and Responsibilities
  - Subcommittee Recruitment Presentation
- ◆ Discussion Item
  - New Member Engagement
- ◆ Committee Reports:
  - Executive Committee
  - Finance Committee – Alan Edelstein & Keith Carter
  - 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

Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia, PA 19107  
(215) 574-6760 • FAX (215) 574

VIRTUAL: February 13th, 2025 2:00pm to 4:30pm

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

## Staff Directory

Mari Ross-Russell - Director, Finance Committee, Executive 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

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**Philadelphia HIV Integrated Planning Council**

**Meeting Minutes of**

**Thursday, December 12th, 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, Tariem Burroughs, Michael Cappuccilli, Keith Carter, Debra D’Alessandro, Nicola D’Souza, Lupe Diaz (Co-chair), Jose DeMarco, James Ealy, Alan Edelstein, Pamela Gorman, Nafisah Houston, Gerry Keys, Gus Grannan, Dena Lewis-Salley, Loretta Matus, Alecia Manley, Patrick Mukinay, Juju Myahwegi, Dorsche Pinsky,Carolynn Rainey, Erica Rand, AJ Scruggs, Stacey Smith, Evan Thornburg (Co-chair)

**Excused:** Veronica Brisco, Clint Steib

**Guests:** Ameenah McCann-Woods (DHH), Avis Scott (DHH), Cameron Shatx

**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 December 2024 HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. **Motion:** K. Carter motioned; G. Keys seconded to approve the December 2024 HIPC agenda via a Zoom poll. Motion passed: 14 in favor, 1 abstained. The December 2024 HIPC agenda was approved.

**Approval of Minutes (October 14th, 2024):**

L. Diaz referred to the October 2024 HIPC meeting minutes and asked for a motion to approve. **Motion:** G. Keys motioned; K. Carter seconded to approve the October 2024 HIPC minutes via a Zoom poll. Motion passed: 18 in favor, 4 abstained. The October 2024 HIPC meeting minutes were approved.

**Report of Co-Chairs:**

L. Diaz reminded the Executive Committee members that they would be meeting next week. She then reported the events of the state HPG last month. She said the PA HIV Planning Group (PA HPG) voted out a member for breaking their code of conduct. Additionally, the HPG continued to refine and vote on new protocol language. L. Diaz reported that she was appointed as the co-chair of the state HPG’s Steering Committee. She said C. Shatax was here from the state - they had nothing more to report from the meeting.

**Report of Staff:**

K. Trinh congratulated K. Carter for being elected as Finance Committee co-chair.

M. Ross-Russell reported that they were still waiting for the appointment letters for the new members. They were working with their project officer and expressed their frustrations at the delays in new member appointments and its impact on recruitment and retention. They were still looking for a solution and assured the recommended members that they were working to get them officially appointed.

L. Diaz announced that T. Burroughs was accepted into the state HPG. Once L. Diaz stepped down from the state HPG position, T. Burroughs would ensure that HIPC would still have representation in the state HPG.

**Discussion Item:**

***-FAQ OHP Page-***

K. Trinh presented the Frequently Asked Questions page on the Office of HIV Planning website. K. Trinh explained that the FAQ questions were broken up into four sections: (1) General Questions, (2) Questions About My Membership, (3) Subcommittee Questions, and (4) Miscellaneous / In-Person Meeting Questions. You could view the FAQ directly on the website by scrolling down or through an interactive PDF through a link towards the top of the page. This version of the FAQ had an interactive table of contents to help find questions and answers more quickly if needed. He reviewed eight of the questions on the page. Please refer to hivphilly.org website and locate “FAQ” nested under the “RESOURCES” tab. There were no further questions.

**Action Item:**

***-DHH Reallocation Request-***

A. Edelstein said DHH presented a reallocation request to the Finance Committee last week. DHH was requesting the reallocation of unused funds during the year into services that would spend funding down quickly. The services that the funding would be reallocated to were Emergency Financial Assistance, Food Bank/Home Delivered Meals, Medications, Oral Health Care, and Medical Transportation Services.

**Motion:** A. Edelstein motioned to approve the Reallocation Request with the Finance Committee’s recommendation for approval.

K. Carter: In Favor  
L. Diaz: Abstained  
J. Myahwegi: In Favor  
A. Scruggs: In Favor  
P. Gorman: In Favor  
A. Manley: In Favor  
G. Keys: In Favor  
E. Thornburg: Abstained  
J. DeMarco: In Favor  
J. Baez: In Favor  
P. Mukinay: In Favor  
G. Grannan: In Favor

A. Edelstein: Abstained  
N. Houston: In Favor  
E. Rand: In Favor  
M. Cappuccilli: In Favor  
D. D'Alessandro: In Favor  
J. Ealy: In Favor  
S. Heaven: Abstained  
D. Surplus: In Favor  
L. Matus: In Favor

**Motion Passed: 17 in favor, 4 abstained.** The motion to approve the reallocation request was approved.

***-Positive Committee RW Definition-***

K. Carter said the Consumer Survey made them aware that there were many who did not know about resources such as the Direct Emergency Financial Assistance (DEFA) services. He said the Positive Committee and S. Moletteri had created the definitions flyer to help people understand the services that were available. K. Carter highlighted Emergency Financial Assistance (EFA) and Local AIDS Pharmaceutical Assistance (LPAP).

K. Carter said these flyers would be distributed to offices such as providers and case managers. He said this was a way for consumers to be more active in their care. G. Grannan said the flyer said consumers could receive services from a mobile van and this could not be guaranteed in the future. He asked the flyer to be amended to say they may receive services from a van so people were not disappointed if this ended up being untrue for their area. K. Carter agreed to the suggestion. E. Thornburg asked who had created the flyer. K. Carter said the flyer was created by S. Moletteri. E. Thornburg complimented that the visual design was helpful for someone who had color blindness like them.

**Motion: D. D'Alessandro motioned, G. Grannan seconded to approve the amended Positive Committee Ryan White Service Definitions.**

K. Carter: In Favor  
L. Diaz: Abstained  
J. Myahwegi: In Favor  
A. Scruggs: In Favor  
P. Gorman: In Favor  
A. Manley: In Favor  
G. Keys: In Favor  
E. Thornburg: Abstained  
J. DeMarco: In Favor  
J. Baez: In Favor  
P. Mukinay: In Favor  
G. Grannan: In Favor  
A. Edelstein: In Favor  
N. Houston: In Favor

E. Rand: In Favor  
M. Cappuccilli: In Favor  
D. D'Alessandro: In Favor  
J. Ealy: In Favor  
S. Heaven: Abstained  
D. Surplus: In Favor  
L. Matus: In Favor

**Motion Passed:** 18 in favor, 3 abstained. The motion to approve the Positive Committee Ryan White Service Definitions was passed.

**Committee Reports:**

***-Executive Committee-***

L. Diaz said the Executive Committee would be meeting next week on December 19th.

***-Finance Committee-***

A. Edelstein reported that they had elected K. Carter as a co-chair.

***-Nomination Committee-***

J. Baez said the Nominations Committee had spent time fine tuning their recruitment presentation.

***-Positive Committee-***

K. Carter said their next meeting would take place on January 13th. He said they did not have a concrete time yet as they had not decided if the meeting would be virtual or in-person.

***-Comprehensive Planning Committee-***

G. Grannan reported that they had a heated meeting in November and he apologized for the second time. G. Grannan recounted that the CPC/Prevention meeting became complicated with the inability to record the meeting and delayed availability of the presentation slideshow. G. Grannan said he had objected to the decision proposed by DHH to not record and suggested that HIPC find how they could maintain their rights as a Planning Council in future situations. G. Grannan felt that they were the representatives of the community and the meeting was a test to see how steadfast they would hold to their role.

M. Ross-Russell noted that there was some confusion in what was allowed and not allowed in a meeting. The request was made that the presentation not be recorded due to ongoing discussions around harm reduction. However, this information was not properly relayed at the time of the presentation. There was much more going on behind the scenes which led to miscommunication. D. D'Alessandro had the impression the issue was that the presentation had not been approved by the city. M. Ross-Russell responded that the presentation had been reviewed and language referring to syringe services was removed prior to the meeting.

L. Diaz said she was not at the meeting but heard second hand about the event and had to remedy the fallout. She said the meeting had 75 attendees and was therefore a missed opportunity to

recruit new members. Overall, L. Diaz felt disappointed in how HIPC represented themselves to both DHH and potential members.

K. Carter acknowledged that emotions could rise in a heated debate. He then said he did not approve of how they restricted questions until the very end of the presentation as that would prevent members from being more engaged with the material.

M. Ross-Russell said the situation was very nuanced. She described the situation where they were not given advance notice of the meeting's restrictions and how that had impacted the perception of the meeting. M. Ross-Russell said they were supposed to comment on a 5- year plan and that was put on hold because of the controversy. K. Carter asked if they needed to have a policy that defined the meeting rules for presenters. M. Ross-Russell said this was something they could consider as a group.

***-Prevention Committee-***

None.

**Other Business:**

None.

**Announcements:**

K. Carter announced that they would have an Aging with HIV Symposium on February 20th for consumers. This event was both virtual and in-person. D. D'Alessandro added that there was an in-person provider-focused event on February 27th. Both events would take place at the DoubleTree Hotel.

**Adjournment:**

L. Diaz called for a motion to adjourn. **Motion:** K. Carter motioned, J. Ealy seconded to adjourn the December HIV Integrated Planning Council meeting. **Motion passed:** Meeting adjourned at 3:25 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- December 2024 HIPC Agenda
- October 2024 HIPC Committee Meeting Minutes
- DHH Reallocation Request
- Positive Committee RW Service Definitions Flyer