

MEETING AGENDA

VIRTUAL:

Thursday, December 19th, 2024

2:00 p.m. – 4:00 p.m.

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes
 - Executive Committee (September 23rd, 2024)
- ◆ Report of Staff
- ◆ Discussion item
 - Succession Planning
 - Project Officer Updates
 - Recruitment Presentation
 - Meeting Conduct and Communication
 - New Member Recruitment
- ◆ Other Business
- ◆ Announcements
- ◆ Adjournment

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

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The next Executive Committee meeting is

TBD

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

**VIRTUAL: Executive Committee
Meeting Minutes of
Monday, September 23rd, 2024
2:00 p.m. – 4:00 p.m.**

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

Present: Michael Cappuccilli, Keith Carter, Debra D’Alessandro, Lupe Diaz, Alan Edelstein, Gus Grannan, Sharee Heaven, Clint Steib, Desiree Surplus, Evan Thornburg

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

Call to Order: L. Diaz called the meeting to order at 2:11 p.m.

Introductions: L. Diaz skipped introductions.

Approval of Agenda:

L. Diaz referred to the September 2024 Executive Committee agenda and asked for a motion to approve. D. D’Alessandro asked to amend the agenda to read Monday instead of Thursday.

Motion: K. Carter motioned; M. Cappuccilli seconded to approve the amended September 2024 Executive Committee agenda via a Zoom poll. **Motion passed:** 8 in favor, 1 abstained. The amended September 2024 Executive Committee agenda was approved.

Approval of Minutes (February 8th, 2024):

L. Diaz referred to the February 2024 Executive Committee/Nominations Committee meeting minutes and asked for a motion to approve. **Motion:** K. Carter motioned; M. Cappuccilli seconded to approve the February 2024 Executive Committee/Nominations Committee minutes via a Zoom poll. **Motion passed:** 7 in favor, 2 abstained. The February 2024 Executive Committee/Nominations Committee meeting minutes were approved.

Report of Co-Chairs:

L. Diaz reported she and others had attended the National Ryan White Conference last month. She was glad to be reunited with so many other HIPC members in-person.

Report of Staff:

M. Ross-Russell reported one of two applicants not recommended for membership at the last Open Nominations Process had chosen to seek legal action. The city advised the Office of HIV to refrain from further action while the city handled the case. She promised to keep the members informed and advised them to avoid contact with the individuals in question if they made contact. S. Moletteri noted, since the Executive Committee did not know who this individual was, that members should always inform staff of when a member, past member, or attendee was harassing them, especially if it pertained to HIPC and their participation/membership.

Discussion Item:

-Member Term Limits and Succession -

M. Ross-Russell said they had twelve members reaching their term limit in 2025 and 2026. Seven members would be reaching their four consecutive term limit in 2025. Most of these

members were in leadership positions in the HIV Integrated Planning Council (HIPC) and subcommittees. This presented an issue because members needed to be in HIPC in good standing for one year before they could accept a leadership position. M. Ross-Russell said they had safeguards in HIPC and the subcommittee for this situation such as staggering membership expiration dates to avoid the members reaching their term limits all at once. To ensure the future of HIPC and its subcommittees, M. Ross-Russell said they had begun to recruit more members. They received 21 applications with 12 new applicants and 9 reapplications.

K. Carter asked if a former co-chair who reached their term limit would need to wait an additional year after re-appointment to become a co-chair. M. Ross-Russell said she did not know because they had never been in this situation before. This would not apply to Positive Committee members who did not have to join HIPC to be a co-chair. M. Cappuccilli figured former co-chairs would have to wait a year since rejoining HIPC would effectively reset their HIPC membership.

M. Ross-Russell reminded the committee that they needed to have 33% of their membership as unaligned community members. In recent years, they have not been able to meet the 33%. She alerted their project officer that they would likely be further below that goal once they started recruiting more members. M. Cappuccilli asked if adding the 12 new members would increase the percentage of unaligned community members. M. Ross-Russell said if they removed the 12 members rolling off and added the 12 new applicants and 9 returning members, the percentage of unaligned community members would decrease.

A. Edelstein asked M. Ross-Russell to define ‘unaligned community member.’ M. Ross-Russell said an unaligned community member is a person living with HIV (PLWH) who did NOT represent or work for/with an agency that received RW Part A funds. G. Grannan asked if a member was still considered unaligned if they represented an organization that received Ryan White funds other than Part A. M. Ross-Russell replied that she would need to verify before she could give a concrete answer. D. Law provided more information on this topic from the 2023 HRSA Manual. The passage related to the topic was as stated:

Section 2602(b)(5)(C) of the PHS Act states that no less than 33 percent of the members must be unaffiliated clients who:

- “are receiving HIV-related services” from RWHAP Part A-funded providers;
- “are not officers, employees, or consultants” to any providers receiving RWHAP Part A funds and “do not represent any such entity”; and “reflect the demographics of the population of individuals with HIV/AIDS” in the EMA/TGA.

D. Law explained that this language was specific to Part A.

M. Ross-Russell said they brought this topic on term limits forward because the co-chairs may know someone who could take their place once they rolled off. M. Cappuccilli asked if any members had come forward after the subcommittees made pitch statements in the last HIPC meetings. M. Ross-Russell replied that she received a request from a person who said they would be willing to bring interns into HIPC.

M. Cappuccilli asked if it was a requirement for Subrecipients to have at least one member on HIPC. M. Ross-Russell said she only knew that organizations receiving Ryan White Part C funding were required to have at least one representative on HIPC. A. Edelstein remembered that the planning body used to be associated with the Philadelphia AIDS Consortium. He said one of the reasons why HIPC had reorganized itself was because it was perceived that there were too many providers in the membership. M. Ross-Russell said the Philadelphia Consortium, at the time, was supposed to be the planning body for Ryan White Part A and Part B. She remembered that there wasn't a limit on the number of individuals who could represent one organization. She said when HIPC was created, it was limited to 55 members because any more members might be unproductive. She remembered that they had to have at least 15 service categories represented. With this requirement, they were bound to have many representatives from providers.

-Member Recruitment and Retention-

M. Ross-Russell said there was a guidance stating that only two persons should represent a single organization. With a significant number of members rolling off soon, they needed to prioritize having enough representation for each subcommittee. Taking that into account, M. Ross-Russell said they could relax this guidance and enforce it on a case by case basis since it was not a bylaw, but a guidance. L. Diaz said she was thinking of inviting people who had worked for Action Wellness and inquired if it would cause any issues since Action Wellness was already represented in the HIPC. M. Ross-Russell replied that she would need to check the membership representation before she could provide an answer. K. Carter asked if they could change their term limits so that the members would not need to be rolled off. M. Ross-Russell said they could but they needed to keep in mind that many of the members who reached their term limit had been on HIPC for many years. She said that one of the comments they had received from their site visit review was they needed to encourage greater participation from the community and this meant they needed more – and new – members to participate in the process. She said the OHP staff had been conducting outreach at various events to find potential new members. She said she hoped that current members would encourage others to join HIPC.

M. Cappuccilli said one of the challenges facing the recruitment for subcommittees was the remote nature of the meetings. He said it was difficult to persuade others to join a subcommittee because they never had the chance to get to know each other. T. Dominique said the Prevention Committee had success in retaining member engagement through an event where they had allowed their members to get to know each other. She remembered that she once had a class that had “water cooler” sessions before each session to allow the students to talk to one another. She said they could do the same with their meetings. She said they should have this session on days where they would not have a HIPC meeting since she did not want to overwhelm members who attended the Nominations Committee and HIPC meetings. M. Cappuccilli agreed but he reiterated that he did not believe they would achieve their goals until they moved to in-person meetings.

M. Ross-Russell said the OHP had been setting up to move towards in-person meetings and the only barrier was the question of social distancing. She suggested that they have “water cooler” sessions on days where they did not have a Nominations Committee meeting. L. Diaz said these “water cooler” meetings could also occur if Nominations ended early. She also suggested having

meetings at a physical location such as a bar or a restaurant. M. Ross-Russell agreed that these were good ideas but she said they would need to work towards them steadily. She said they would need to discuss the logistics of the “water cooler” sessions before implementing it and then move towards the in-person meetings that L. Diaz had suggested. K. Carter suggested that the Positive Committee would return to in-person meetings. G. Grannan suggested giving SEPTA passes to incentivize people to attend more meetings.

M. Ross-Russell asked T. Dominique and S. Moletteri to give more details about their effort to recruit more members. T. Dominique said they had tabled at the Sex-Med Conference and at the Aging with HIV Conference. She said they came with their epi profile infographics, information about the Positive Committee, and some items to give away. She said they were scheduled to table at the AIDS Walk. They also sent emails to people who signed up for the newsletter at the tabling events, promoting and offering information about HIPC. She said they had also reached out to DHH to promote recruitment for HIPC. K. Carter suggested that they table at future Aging With HIV Symposiums and provided the dates for the events.

M. Cappuccilli asked if they could develop a list of HIPC members with a good attendance record who had not attended a subcommittee before December. He said they should at least learn about the members’ barriers to attending a subcommittee. T. Dominique volunteered to help create this list. K. Carter warned against hybrid meetings that would leave one group feeling left out. S. Moletteri said hybrid meetings could be useful for smaller meetings. T. Dominique suggested that they should have a 5-minute introduction to all potential members that explains the purpose of HIPC. L. Diaz suggested that C. Steib could reach out to people in the state HIV Planning Group to see if they would be interested in joining the city HIV Planning group.

Other Business:

None.

Announcements:

C. Steib announced that World AIDS day was approaching.

M. Ross-Russell asked to be informed about upcoming events that the OHP staff could table at.

Adjournment:

L. Diaz called for a motion to adjourn. **Motion:** K. Carter motioned, A. Edelstein seconded to adjourn the September Executive Committee meeting. **Motion passed:** Meeting adjourned at 3:28 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- September 2024 Executive Committee Agenda
- February 2024 Executive Committee/Nominations Committee Minutes