
**VIRTUAL: Executive Committee
Meeting Minutes of**

Monday, April 16th, 2025

12:00 p.m. – 2:00 p.m.

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

Present: Keith Carter, Michael Cappuccilli, Debra D'Alessandro, Lupe Diaz, Alan Edelstein, James Ealy, Sharee Heaven, Clint Steib, Desiree Surplus, Evan Thornburg

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

Call to Order: K. Carter called the meeting to order at 12:03p.m.

Introductions: K. Carter skipped introductions.

Approval of Agenda:

K. Carter referred to the April 2025 Executive Committee agenda and asked for a motion to approve. **Motion:** M. Cappuccilli motioned; A. Edelstein seconded to approve the April 2025 Executive Committee agenda via a Zoom poll. **Motion passed:** 7 in favor; 1 abstained. The April 2025 Executive Committee agenda was approved.

Approval of Minutes (January 6th, 2025):

K. Carter referred to the January 2025 Executive Committee meeting minutes and asked for a motion to approve. **Motion:** M. Cappuccilli motioned; D. D'Alessandro seconded to approve the January 2025 Executive Committee minutes via a Zoom poll. **Motion passed:** 8 in favor, 1 abstained. The January 2025 Executive Committee meeting minutes were approved.

Report of Staff:

M. Ross-Russell reported they were still awaiting the Notice of Grant Award. She reminded the committee members that T. Nassau had confirmed that the Medical Monitoring Project (MMP) would be funded until at least next year even though the MMP offices were closed. She was unsure of how funding would be affected in the coming months but predicted that many programs' fates may be intertwined with Medicaid. With the allocation meetings approaching, M. Ross-Russell reminded the committee members that what would happen federally was likely to cascade into their allocations process.

Ryan White (RW) was designated to be a payer of last resort. This has caused concern given the current spending cuts at the federal level. M. Ross-Russell was worried they would lose funding in their programs now that funding from the COVID-19 era had dried up. K. Carter wondered if they could find alternative funding streams to compensate for a potential spending cut. M. Ross-Russell replied that looking for alternative funding sources may be difficult since they may not exist in the future. That being said, M. Ross-Russell said it was prudent to be prepared for spending cuts to the budget. D. D'Alessandro added that the Division of HIV Health (DHH) had committed to planning a May 2026 Aging with HIV symposium pending future funding that would begin March 2026. J. Ealy asked if funding cuts would affect salaries. D. D'Alessandro

replied it was likely and she was concerned that she would be forced to lay off people. She assured J. Ealy by saying she had heard that people on the federal level still believe that Ryan White aligns with the vision of R. Kennedy Jr.'s Make America Healthy Again (MAHA) plan.

Discussion Item:

-Meeting Disruption Training-

T. Dominique notified the committee that a person had applied to the HIV Integrated Planning Council (HIPC) and was denied. She said the person subsequently made threats and they were meeting to discuss protocols in response to this and other disruptions. K. Carter asked if they had used restraining orders to other methods to make the severity of the situation clear. M. Ross-Russell replied that they had a restraining order done and city security officers guarding their doors in the past. As their meetings were almost entirely virtual, they now could simply remove a person from the Zoom room if they continued with disruptive behavior. Normally, if a person was disruptive, they were called out by the co-chair or staff member. Members were given three chances before being asked to leave. She reminded the committee that they were publicly funded and were required to have their meetings open to the public. D. D'Alessandro asked if they could mute the offending person. This would allow the person to listen to the meeting while preventing disruption. K. Carter asked if the person had been at the OHP office. M. Ross-Russell confirmed the person had not been to a meeting nor have they been in the OHP office since the pandemic.

In a previous incident, the former member had complained that HIPC had not accommodated their needs when they had asked to move the meeting date because of a personal conflict. M. Cappuccilli asked if the Zoom host had the ability to limit an attendee's access to the chat feature. After reviewing Zoom's features and webpages, S. Moletteri concluded they could not remove a person's ability to chat in Zoom – they could only disable chat for all attendees. D. D'Alessandro suggested an alternative to Zoom that they could explore.

A. Edelstein advised speaking with an attorney depending on the threat level. M. Ross-Russell said she would discuss this with Dr. Brady and their legal department. They were to meet with their project officer and would notify them of the incident.

L. Diaz said it would be valuable for everyone on the committee to be trained in de-escalation since they did not know who could appear at meetings and since many of the members were reaching their term limits. If they were all trained in de-escalation, they could pass on the knowledge to new members. M. Ross-Russell said she would explore options for de-escalation training.

-HIPC Evaluation Form-

In the previous Executive Committee meeting, the committee had asked for an evaluation form to improve their meetings. T. Dominique had created the form and had posted it online for the committee to review. A. Edelstein asked how the forms would be used. He wanted to know if they would be shared and if the results would be reported. C. Steib and L. Diaz had mentioned that the PA HPG had an evaluation process where they reviewed the evaluation form results within a week. A. Edelstein said their process would take longer since they had open-ended questions of the form. T. Dominique replied that they could remove the open-ended questions

and the Executive Committee was free to make any changes how they see fit. D. D'Alessandro asked if they could use Google's built-in analytics to read the results of the forms instead of having someone analyze the results manually. T. Dominique reminded the committee that the evaluation form was created due to the November CPC/Prevention Committee meeting. She said evaluating the forms manually could yield useful information and she was willing to volunteer for this task. A. Edelstein wondered if this task was something suited for AI. K. Carter said they generally never used AI.

K. Carter asked if the form would be completed by the Executive Committee exclusively or whether the whole HIPC would complete the forms. He said they could use the forms to assess the experience of new members. T. Dominique said the evaluation forms were to be completed by every member of HIPC who was in attendance of a meeting. D. D'Alessandro said the only way they could assess the experience of new members using the forms would be to make them less anonymous. She suggested that members might be discouraged from speaking out if they knew their answers were linked to them.

L. Diaz said this was an opportunity for them to learn about how they could improve their meetings. She had remembered that the State HPG meetings had a presenter who used stigmatizing language and only discovered this through their evaluation forms. C. Steib agreed and said they should move forward with a vote to approve the forms. K. Carter asked if they could use the evaluation for the next quarter and then adjust based on the results they were finding. A. Edelstein said they would need to present this to HIPC to inform the Planning Body members of the evaluation process and the reasons behind the process.

L. Diaz said the evaluation forms would allow them to record feedback from members who would otherwise be hesitant to speak. M. Ross-Russell said this was especially useful with their allocation meetings approaching. A. Edelstein shared his experience that the most efficient and productive boards and organizations in his experience were those that self-monitored and performed continuous quality improvement. L. Diaz would forward the State HPG's evaluation form to the staff.

K. Carter said they should give the OHP staff one month to incorporate the feedback from this meeting before they decide how to present the form to HIPC. The committee agreed with K. Carter to wait a month before revisiting the topic at their next meeting.

-Recruitment-

T. Dominique reported they had two applications. These applications were currently either incomplete or included an email that had bounced. M. Ross-Russell had sent out an email asking the members to recruit potential candidates. C. Steib often allowed the OHP staff to recruit new members at his organization's events. T. Dominique said they would be tabling on April 26 and 27th with PhillyKeepOnLoving. K. Carter recalled he had gone to a recruitment training with S. Moletteri and he wondered if they could apply what they had learned. T. Dominique said she had looked at that plan K. Carter had mentioned and they were implementing some of the strategies.

C. Steib suggested a reminder in some of the meeting emails to recruit new members. He had also suggested sending an email to all of the agencies to make them aware they were looking for new members. T. Dominique said Dr. Brady had sent an email to all providers last week.

J. Ealy asked what the demographics were they were looking to recruit. T. Dominique replied they were looking for people in the NJ and PA Counties since members who were reaching their term limits were mostly from these areas. She said they were especially looking for people with lived experience who were unaligned. C. Steib recommended advertising their recruitment efforts to community advisory boards. T. Dominique remembered G. Grannan had invited them to speak at the Ride CAB and it was helpful to speak with groups who were used to being engaged.

D. D'Alessandro asked if they could change their time to accommodate people who worked full time. T. Dominique said this would require significant buy-in from the HIPC body since the meeting times had been established for many years. They would then need to decide if this would apply to HIPC exclusively or whether it also applied to the subcommittees. M. Ross-Russell said they had tried suggesting different meeting times in the past– they had sent a poll to the HIPC membership to gauge their preferred meeting times and the members selected the current meeting schedule. M. Ross-Russell said she was willing to send another poll to see if the members had changed their feelings on the matter.

C. Steib suggested having an open house where a member could invite a potential member to meet the other members. M. Ross-Russell suggested extending an open invitation to the same individuals Dr. Brady had previously sent the flyers to.

Other Business:

D. D'Alessandro announced that her term as Co-Chair in the Comprehensive Planning Council was coming to an end and invited the committee to recommend potential candidates.

Announcements:

T. Dominique announced there was a day of remembrance for Tyrone Smith on Saturday.

Adjournment:

K. Carter called for a motion to adjourn. **Motion:** L. Diaz motioned; C. Steib seconded to adjourn the April 2025 Executive Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 1:39 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- April 2025 Executive Committee Agenda
- January 2025 Executive Committee Minutes
- Evaluation Questions