

MEETING AGENDA

VIRTUAL:

Thursday, March 19th, 2026

2:00 p.m. – 4:00 p.m.

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (February 19th, 2026)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Discussion Item
 - Condensed Priority Setting Process
- ◆ Other Business
- ◆ Announcements
- ◆ Adjournment

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

The next Comprehensive Planning Committee meeting is

Thursday, April 16th, 2026 from 2:00 p.m. - 4:00 p.m.

Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia,
PA 19107

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HYBRID: Comprehensive Planning Committee
Meeting Minutes of
Thursday, February 19th, 2026
2:00 p.m. – 4:00 p.m.

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

Present: K. Carter, D. D'Alessandro (Co-Chair), P. Mukinay, S. Wynne (Co-Chair)

Guests: N. Deal (Recommended), S. DiBianca (Recommended), K. Fisher (Recommended), Shawn Francis (Siloam), S. Jacinto (Recommended), C. Johnson (Recommended), A. Leger (Recommended), P. Neumann (Recommended), Laura Silverman (DHH), K. Williams (Recommended), S. Wongus (Recommended)

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh, Kristin Wilson (Intern)

Call to Order/Introductions: D. D'Alessandro asked everyone to introduce themselves and called the meeting to order at 2:14 p.m.

Approval of Agenda:

D. D'Alessandro referred to the February 2026 Comprehensive Planning Committee (CPC) agenda and asked for a motion to approve. **Motion:** K. Carter motioned; D. D'Alessandro seconded to approve the February 2026 CPC agenda. A Zoom poll was launched. Members attending in person voted through a show of hands. Motion passed: 6 in favor. The February 2026 CPC agenda was approved.

Approval of Minutes (December 18th, 2025):

D. D'Alessandro referred to the December 2025 CPC Meeting minutes. **Motion:** K. Carter motioned; D. D'Alessandro seconded to approve the December 2025 CPC meeting minutes. A Zoom poll was launched. Members attending in person voted through a show of hands. Motion passed: 7 in favor. The December 2025 CPC meeting minutes were approved.

Report of Co-chairs:

D. D'Alessandro said they had not met in the last month and this was their first meeting of 2026.

Report of Staff:

S. Moletteri presented an update on the four town hall events they had hosted. They reported the town hall events were a success and they were bringing in a person to analyze the important feedback gathered at the town halls. S. Moletteri thanked all of the presenters and the CPC members who contributed to the process, especially the questions used in the breakout groups at the events. S. Moletteri stated that K. Wilson, an intern at OHP, would create recommendations based on the town halls.

Looking forward, S. Moletteri would send each member an email to begin their condensed Priority Setting Process before their next meeting.

T. Dominique echoed the sentiments expressed by S. Moletteri. She said they had hosted a Valentine's Day event on February 13th with 12 participants. T. Dominique touched upon the topic recommendation

letters and reassured the recommended members that they were doing everything they could to push the Mayor's Office forward in the process. Finally, T. Dominique said the PA HPG were looking for comments on their Integrated Plans. If a member didn't receive an email from T. Dominique with the form to submit feedback, they should message her after the meeting. The deadline was March 5th.

Presentation Item:

-Siloam-

S. Francis gave a brief introduction about his background. He described how he had faced hardship after losing his job. He said providers had put forth so much of themselves into their fields that they often risked being in the same position he was five years ago due to burnout. He warned that prioritizing their mental health was key to helping others. S. Francis said we as a society forget to do simple things, like even enjoying food instead of passively eating. He guided those in the room to eat a snack he had provided. After taking a few minutes to eat the snack, he asked the committee members a rhetorical question about why most people eat food in a hurry and forget to live in the moment. S. Moletteri said people needed to be more mindful of what they were doing and savor the moment. K. Carter said they should enjoy their food like the way the Europeans enjoy their food. C. Johnson said eating the food felt nostalgic. S. Francis said taking time to eat their food would give people a little bit of respite throughout the day.

S. DiBianca said Siloam had supported people with HIV (PWH) for 30 years. She said Siloam was originally a hospice care organization. Now that HIV was no longer a death sentence, the organization had evolved to provide more services. S. DiBianca recounted Siloam's first mental health session at Siloam and how the massage and meditation session had encouraged clients to continue with their medical appointments. S. DiBianca said caregiver burnout often led to poor rapport with others, whether with clients or those in the provider's personal life. It was better to avoid caregiver burnout whenever possible.

S. Francis said they would talk about caregiver burnout. He asked the committee to define it. K. Carter defined it as putting everyone before yourself. S. DiBianca said they should feel comfortable to ask for help. C. Johnson said caregiver burnout was caused by being unable to set boundaries between yourself and the client. He mentioned that he was burnout during a period of his life where he would bring his work home. S. Francis said C. Johnson's advice to set boundaries was correct and it was difficult for providers to follow their own mental health advice.

K. Carter talked about how people often tried to hide their feelings and that anger could be a part of caregiver burnout. S. Francis said anger was a major emotion that caregivers had to deal with. He said some cases often go unresolved and the anger that could form from it could sit with them and swell until it burst. S. Francis said it was important to acknowledge that anger exists and that they must find ways to manage it. S. DiBianca said anger must be addressed because stress and anger often lead to sickness.

S. Francis said there were two types of trauma: primary and secondary trauma. Primary trauma occurs to a person directly. Secondary trauma occurs to a person indirectly, often from another person. K. Carter summarized the concept as taking another person's trauma as their own. S. Francis recounted a story about a friend who was burned out. A client of theirs decided to buy an Xbox instead of other necessities and the friend was frustrated. The client explained that they lived in a high crime area and the Xbox would keep her child from danger. S. Francis took this story as a lesson to respond to people with empathy, acknowledging that you may not always know the full story. However, hearing others' trauma so often without addressing the effects could leave people empathizing less.

After defining primary and secondary trauma, S. Francis asked what were some of the things the attendees did to reduce stress. A. Leger said it was important that they scheduled time for themselves. She

said she often had a board game night with her family. D. D’Alessandro said she had a tap dance class to de-stress.

S. Francis said it was important to say “no” when it was necessary. He said the answer of “no” was enough. K. Williams said their “no” didn’t need an explanation because no one asks for an explanation for their “yes.”

S. DiBianca talked about how the COVID-19 pandemic had made life more distant. She then talked about the exercises on the Siloam Youtube channel that they could reference. S. Francis talked about the different sessions and workshops they could attend virtually. K. Carter asked why there wasn’t a women’s support group. S. DiBianca said they had tried to create a women’s support group in the past but they couldn’t find enough participants. S. DiBianca said they would try to create a women’s support group again. S. Francis said the men’s support group was important because men often found it more difficult to ask for help.

S. Francis conducted a mindfulness meditation workshop. The committee members stretched and did breathing exercises. C. Johnson said the workshop reminded him of a retreat he had attended before.

Any Other Business:

None.

Announcements:

S. Wynne said she was one of the faculty speakers for a Health HIV event. It was about policy solutions to medical coverage and how it affected the country. The event was on February 22nd at noon..

Adjournment:

D. D’Alessandro called for a motion to adjourn. **Motion:** D. D’Alessandro motioned, S. Wynne seconded to adjourn the February CPC meeting. **Motion passed:** Meeting adjourned at 3:55 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- February 2026 CPC Agenda
- December 2025 CPC Meeting Minutes