

**HYBRID: Comprehensive Planning Committee
Meeting Minutes of
Thursday, December 18th, 2025
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, J. Myahwegi, A. Scruggs,

Excused: D. Lewis-Salley, S. Wynne (Co-Chair)

Guests: L. Silverman (DHH)

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh

Call to Order/Introductions: D. D'Alessandro asked everyone to introduce themselves and called the meeting to order at 2:17 p.m.

Approval of Agenda:

D. D'Alessandro referred to the December 2025 Comprehensive Planning Committee (CPC) agenda and asked for a motion to approve. A Zoom poll was launched. Members attending in person were allowed to vote with a show of hands. **Motion:** K. Carter motioned; D. D'Alessandro seconded to approve the December 2025 CPC agenda via Zoom poll. Motion passed: 4 in favor. The December 2025 CPC agenda was approved.

Approval of Minutes (November 20th, 2025):

D. D'Alessandro referred to the November 2025 CPC/Prevention Committee Meeting minutes. A Zoom poll was launched. Members attending in person were allowed to vote with a show of hands. **Motion:** K. Carter motioned; A. Scruggs seconded to approve the November 2025 CPC/Prevention Committee meeting minutes via a Zoom poll. Motion passed: 3 in favor. The November 2025 CPC/Prevention Committee meeting minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

S. Moletteri said the next CPC meeting was canceled. The meeting would be canceled because the Office of HIV Planning (OHP) was hosting the town hall meetings and needed the time to prepare. Normally, the CPC meetings would be canceled in December for the holidays. Instead they would take their break in January in place of December.

The next town hall meetings were on January 13th and January 27th with a virtual meeting on February 4th. The next town hall would be hosted at the Cherry Hill Public Library in the NJ Counties. The other town hall would be hosted at the Delaware County Wellness Center in Yeadon, PA.

T. Dominique said the Nominations Committee had agreed to review applications more frequently throughout the year. She reminded the members that they were still looking for a new Community Support Coordinator and welcomed new applicants for the position. T. Dominique said they had forwarded 16 recommended members to comply with the Mayor's new information request with the hope that they would be seated on the planning council. K. Carter asked if the information request dissuaded recommended members from continuing the process. T. Dominique replied that three recommended members had withdrawn their applications. Two recommended members had withdrawn due to conflicting priorities or schedules. One recommended member had said they had withdrawn their application due to the request for more information. The Mayor's Office had requested information regarding employment, the application, home address and the scoresheet created during the Open Nominations Process.

S. Moletteri announced they would have two interns at the start of the new year. They were E. Fischer and K. Wilson from Temple University.

Discussion Item:

-Needs Assessment Preliminary Report-

Following the Philadelphia Town Hall on December 3rd, S. Moletteri presented the committee members with early results of their efforts. They reported the event had 26 attendants while 14 participants remained at the end. All 26 participants had answered the first survey while 23 participants had answered the second survey. S. Moletteri said they had issues managing time during the event and were unable to have the closing presentations from the participants as planned. They said they had the most success from the break out group discussions. They would use the meeting to discuss the town hall themes and how they could better manage the schedule.

The breakout groups were 50 minutes long where each participant was assigned to a table. Each participant was asked a question created by the Comprehensive Planning Committee. After each question, a probing question soon followed to gain additional detail. There were five questions about barriers to care, health information, stigma, patient retention and how participants would improve their care.

Throughout the breakout group session, certain themes started to emerge. The OHP staff had documented the discussions. One of the leading themes among participants was staff turnover disapproval. Participants had found that when they received a new provider, they perceived their quality of their service to be lower. Participants felt more reassured with a provider who knew who they were and was familiar with their needs. Participants said a close relationship with their provider allowed them to understand their medication regime and give feedback to their provider on which medication had worked with them. This was a key theme as some participants had felt that their providers were not attentive to their feedback and may push towards medication they were unwilling to use. Federal poverty changes and the cost of medication was also a concern at the town hall. S. Moletteri said the topic of patient-provider relationship was echoed at the last Poz Committee meeting.

K. Carter said a front desk receptionist and friendly staff were important to retaining care. He believed that radical customer service must emanate through all parts of the provider visit. He recommended having a script to ensure warmth and information was appropriately given. He said the front desk reception should give their name and contact information.

K. Trinh stated he had found similar themes in his breakout group where participants mentioned how they received greater care when they were more familiar with their provider.

S. Moletteri said they had three presentations at their town hall. They had presentations on housing, Emergency Financial Services and public benefits like SNAP and Medicaid. S. Moletteri said the participants were very engaged by the presentations. K. Trinh mentioned that they had advertised for the Poz Committee at the town hall and they noticed more people attending the Poz Committee following the town hall. S. Moletteri said there were two more people at the town hall.

Reviewing the agenda for the town hall, S. Moletteri recalled that there was a suggestion to have the participants arrive at the town hall 15 minutes earlier so they could begin the town hall promptly. The OHP staff hoped this would solve the issue with participants arriving at the town hall late and delaying the event. Following sign-ins, participants were directed to complete the survey. Afterward, there would be three presentations. D. D'Alessandro suggested having people pick their lunch when they sign-in to incentivize arriving on time. Previously, they had people exchange their surveys for lunch to encourage participants to complete their surveys.

K. Carter said he had appreciated the OHP staff and volunteers walking around the room to assist the participants and answer questions.

Returning to the topic of presentations, S. Moletteri said all the presentations had gone over the allotted time. K. Carter suggested having sign posts to assist presenters with their time management. S. Moletteri replied that this was a strategy they had employed, but it was not successful. All of the presenters had ignored the sign posts they had held up and continued their presentations at a more brisk pace. S. Moletteri said they could have cut off the presenters but they had noticed that many of the participants were engaged with the presentations. K. Carter suggested removing the presentation aspect of the breakout groups to leave more room for the three presentations. At the end of each breakout session, the OHP staff had planned to have each participant choose a service they felt was important to them and have a presentation to explain why they had chosen that service. S. Moletteri turned to the other committee members for their input. The committee members had no objections to the change to the agenda. K. Carter suggested having the staff and volunteers pass out the lunches to the participants instead of having the participants form a line to receive their meals. S. Moletteri added that they could have a menu of food at the sign-in table. D. D'Alessandro said this was a great idea to manage the food they had at the event.

They were not able to do the priority service presentation due to time constraints. Keith said they should keep the breakout but remove the presentation portion of the breakout group since they would get the information out anyway. Keith said they should give a larger break for lunch so that people could go to the bathroom/breathing space. Let people walk around. S. Moletteri asked if they would want to pass out the priority service surveys during the breakout sessions. D. D'Alessandro said it was a good idea since the participants were likely discussing their priority service during the session anyway.

D. D'Alessandro asked about how they would coordinate transportation reimbursement. S. Moletteri said the participants would need to contact T. Dominique before the event. There was also a bus line near the library.

K. Trinh suggested that they should treat the presentation as a teaser for future presentations. He said they could book the presenter for future meetings where they could address questions that the participants were not able to ask during the meeting. T. Dominique said this would allow them to show their presenters that they recognized that 7 minutes for a presentation was not enough time to convey their information.

Action Item:

-Supplemental Priority Setting Process-

S. Moletteri presented the committee members with the document for an abbreviated Priority Setting Process. They said the goal was not to replace the main Priority Setting Process. Rather they aimed to have an abbreviated Priority Process between their routine Priority Process they had conducted every 3 years.

Members were able to read information about each service on the website. Members then select three services on an online survey. They would then be asked to give a reason for their choices. The OHP would compile the information and select 5 services based on the ranking. If there is a tie in the voting, the OHP staff would share the anonymized results and the committee members would break the tie with a discussion. An anonymous vote would then be conducted to determine the ranking.

The results would be discussed in the next CPC meeting. After discussion, the results would be voted on and forwarded to HIPC with a recommendation for approval. HIPC members would in turn review the results and consider the list of priorities for approval.

Motion: D. D'Alessandro motioned, K. Carter seconded to forwarded the Supplemental Priority Setting Process to the HIV Integrated Planning Council for approval.

D. D'Alessandro: In Favor

K. Carter: In Favor

P. Mukinay: In Favor

A. Scruggs: In Favor

Motion Passed: 4 in favor. The motion to forward the Supplemental Priority Setting Process to the HIV Integrated Planning Council for approval was passed.

Any Other Business:

None.

Announcements:

None.

Adjournment:

D. D'Alessandro called for a motion to adjourn. **Motion:** K. Carter motioned, D. D'Alessandro seconded to adjourn the December 2025 CPC Committee meeting. **Motion passed:** Meeting adjourned at 3:24 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- December 2025 CPC Agenda
- November 2025 CPC/Prevention Committee Meeting Minutes