

Hybrid: Philadelphia HIV Integrated Planning Council

Meeting Minutes of

Thursday, May 14th, 2026

2:00 p.m. – 4:00 p.m.

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

Present: J. Baez, T. Burroughs, K. Carter, N. D’Souza, H. Docmanov, T. Dean, J. Ealy, A. Edelstein, S. Jacinto, S. Heaven (Co-Chair), N. Houston, C. Johnson, N. Johnson, A. Leger, J. Lugo, M. Mabou, A. Manley, P. Mukinay, P. Neumann, A. Onorato, C. Rainey, S. Smith, D. Surplus, E. Thornburg (Co-Chair), K. Williams

Excused: D. D’Alessandro, S. DiBianca, Evan Harbaugh, Corey Nedev, Shakeera Wynne

Guests: Breonna Bingham, Charla Cousar (NJ HPG), K. Fisher (Recommended), Cheryl Henne (PA DOH), N. Deal (Recommended), Z. Stoller (Recommended)

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

Call to Order: E. Thornburg called the meeting to order at 2:08 p.m.

Introductions: E. Thornburg asked for introductions.

Approval of Agenda:

E. Thornburg referred to the May 2026 HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. **Motion:** T. Burroughs motioned; C. Rainey seconded to approve the May 2026 HIPC agenda. Members were asked to vote through a show of hands or through the Zoom poll. Motion passed: 18 in favor, 1 abstained. The May 2026 HIPC agenda was approved.

Approval of Minutes (April 9th, 2026):

E. Thornburg referred to the April 2026 HIPC meeting minutes and asked for a motion to approve. **Motion:** S. Smith motioned; K. Carter seconded to approve the April 2026 HIPC minutes. Members were asked to vote through a show of hands or through the Zoom poll. Motion passed: 20 in favor, 1 abstained. The April 2026 HIPC meeting minutes were approved.

Report of Co-Chairs:

None.

Report of Staff:

K. Trinh said the Office of HIV Planning (OHP) would be sending a survey at the end of the meeting. The survey would ask members to evaluate the May 2026 HIPC meeting. The OHP staff wanted to know how they could improve the meetings and to know what type of future events members wanted to participate in.

T. Dominique said there were some members who applied for membership but were unable to be appointed due to the new requirements from the Mayor’s Office. It had been 30 days since they

contacted these members. In the meantime, she said these individuals who did not release their information were at risk of falling off membership.

On April 29th, OHP hosted a training session called “Show Me the Spreadsheets.” The training session focused on educating members about the finances of funding their different services in the Eligible Metropolitan Area (EMA). 32 people attended the event and the event yielded a few applications for membership.

K. Trinh mentioned that they had tabled at the Aging and Thriving on May 5th. T. Dominique had tabled at the Mount Pigsah AME Church on May 9th. They would table at the upcoming Black Men’s Wellness event on June 6th at Temple University.

Discussion Item:

~Partner Updates~

C. Henne, representing the PA Department of Health (DOH), spoke first about the Integrated HIV Prevention and Care Plan (IHPCP) 2027-2031 Draft Plan. PA’s integrated Plan was structured around the Ending the Epidemic (EHE) Plan’s four pillars: diagnose, respond, treat, and prevent. C. Henne said they were going through fine tuning the document so they could send it to the PA HIV Planning Group (HPG) for review. She hoped they could send out the plan by tomorrow or next Monday. After reviewing the document, the PA HPG would move to vote for concurrence with the plan on Thursday. Once all reservations had been addressed, C. Henne said the PA DOH planned to present their plan to HIPC for a vote of concurrence in their June meeting. At this point the plan development stage had concluded. From there, the plan, if concurrence was voted, the plan would move forward to their federal partners and they would provide their input. Once approved by their federal funders, the plan would go into effect in January. The plan was developed using feedback from various sources such as town halls, conversation cafes, and priorities/recommendations from their priority setting process. The recommendations culminated into an actionable activity. The work plan aims to address all the recommendations while being transparent about the challenges they faced. C. Henne said they had sent a draft of the Consensus Letter to the Office of HIV Planning to obtain feedback. T. Dominique said they were planning on sending out their Integrated Plan in portions like the PA DOH for review. She asked C. Henne to describe their observations while they sent out their plan. C. Henne said they received a variety of feedback on their plan. Some feedback had questions that would later be answered in other sections. Other questions initiated a review of their narratives. C. Henne welcomed all feedback to their plan, including the process of providing feedback. When they unveil their full plan, the HIPC members would be able to see how their recommendations were addressed. If additional questions or comments arise, she said they could email her or her team. C. Henne said most of the comments didn’t significantly impact the plan. However, if they received comments that would alter the plan after their submission, they could still alter the plan prior to its implementation when they reviewed the plan again in January.

C. Cousar would speak briefly about the NJ HPG’s Integrated Plan. C. Cousar said the Strategic Planning Committee had reviewed the plan and compared it with the guidance that was posted by HRSA to ensure they were meeting all their goals.. She hoped to have a draft out soon and a new update in the June meeting.

Action Items:

~Reallocation Request~

The Recipient/Division of HIV Health (DHH) had recommended reallocating a portion of the Emergency Financial Assistance Pharmacy (EFA-Pharma) from Philadelphia and PA Counties to fund Medical Case Management (MCM). A. Edelstein, the co-chair of the Finance Committee, explained that the reallocation request would move \$75,000 from each region and leave some funding for EFA to continue operating. Philadelphia County would have ~\$47,476 in funding remaining in their EFA-Pharma program. The PA Counties would have ~\$51,344 remaining in their EFA Pharma program. The funding reallocated would go towards funding the salary of one medical case manager in each region.

A. Edelstein motioned to forward the reallocation request of \$75,000 from Philadelphia County and \$75,000 from Pennsylvania Counties' Emergency Financial Assistance Services to Medical Case Management Services in each region to the HIPC with the Finance Committee's recommendation for approval.

K. Carter: In Favor
J. Ealy: In Favor
A. Leger: In Favor
A. Onorato: In Favor
A. Manley: In Favor
D. Surplus: In Favor
E. Thornburg: Abstained
J. Lugo: Abstained
N. D'Souza: In Favor
P. Mukinay: In Favor
P. Neumann: In Favor
S. Heaven: Abstained
S. Smith: In Favor
T. Burroughs: In Favor
S. Jacinto: In Favor
A. Edelstein: In Favor
C. Rainey: In Favor
J. Baez: In Favor
N. Houston: In Favor
M. Mabou: In Favor
K. Williams: In Favor
T. Dean: In Favor
H. Docmanov: In Favor
C. Johnson: In Favor

Motion Passed: 21 in favor, 3 abstained. The motion to approve the reallocation request was passed.

~Co-Chair Election~

T. Dominique called for last minute nominations to the co-chair elections. Currently, they had two people in the running for co-chair.

S. Smith stepped up first to make her speech. As a member for the past two years, she had attended multiple committees and sat primarily on the Finance Committee. S. Smith said she represented Cooper EIP. She was a former business manager. Her role involved reviewing data and improving the client experience and incentives for the program. She had helped improve client life for those living in the city of Camden, especially people who didn't have access to mobile devices. During the COVID-19 pandemic, she had helped deliver phones to people who needed it. She said she was new to the world of HIV prevention, treatment, and care. This was a newfound passion that she hoped to nurture within HIPC.

T. Burrough introduced himself next. He was the Executive Director of External Partnership at Drexel University. He had been working in the field for about 20 years. He said his experience working in the field had given him greater understanding working with different communities. He had worked at various places like ACG. He worked at the Temple Medical School to make sure future providers had knowledge to treat clients medically and in a culturally competent manner. He had experience running boards and believed it was key to understand how to balance the interests of the various stakeholders at the table.

The two members were placed into the breakout group so the other HIPC members were given the opportunity to discuss their thoughts. The HIPC members voted to elect T. Burroughs as the next co-chair with a 17-10 vote in favor of T. Burroughs.

Committee Reports:

~Executive Committee~

None.

~Finance Committee~

Re-allocations request and vote served as committee report.

~Nominations Committee~

J. Baez reported that the Nominations Committee had discussed their plans for the upcoming New Member Orientation Event.

~Positive Committee~

K. Carter reported that the next meeting would be May 19th.

~Comprehensive Planning Committee~

S. Moletteri reported that the Comprehensive Planning Committee would be meeting with the Prevention Committee on May 27th. They would be reviewing the Town Hall recommendations.

~Prevention Committee~

J. Ealy reported that Feeding PA would be speaking about the SNAP changes at their next meeting.

Other Business:

T. Dominique welcomed the new OHP staff members. Starting from this point, E. Fischer would be writing the meeting minutes for both HIPC and the subcommittees.

Announcements:

K. Carter announced that AIDS Education Month would be next June.

Adjournment:

E. Thornburg called for a motion to adjourn. **Motion: K. Carter motioned, T. Burroughs seconded to adjourn the May 2026 HIPC meeting. Motion passed: Meeting adjourned at 3:18 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- May 2026 HIPC Agenda
- March 2026 HIPC Committee Meeting Minutes