

MEETING AGENDA

*Tuesday, June 02, 2020
12:00p.m.*

- ❖ Call to Order
- ❖ Welcome and Introductions
- ❖ Approval of Agenda
- ❖ Approval of Minutes (*April 03, 2020*)
- ❖ Report of Staff
- ❖ Discussion Items:
 - FY2021 Allocations Process & Timeline
- ❖ Old Business
- ❖ New Business
- ❖ Announcements
- ❖ Adjournment

EXECUTIVE COMMITTEE

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

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voting in meetings. Going forward, M. Ross-Russell explained that everyone needed to identify themselves before speaking for recording purposes. To allow for Zoom meetings and roll call votes, HIPC needed to vote on a Special Rules of Order. For the Special Rules of Order to pass, it was required that there be a 2/3 vote from HIPC. This would allow the virtual meetings with roll call votes to stand in as “normal” meetings for the time being.

G. Grannan asked how they would accommodate the need for the meetings to be public. M. Ross-Russell explained that OHP would announce meetings online via Facebook, the OHP website, and the OHP newsletter. Through this, meeting information would be made public and registration for meetings required. N. Johns noted the issue with individuals “crashing” Zoom meetings. Asking people to register would cut the likelihood of unproductive interference. N. Johns added that the meetings could also be streamed through Facebook Live—viewers on the stream can comment through Facebook as well. M. Ross-Russell said that OHP wanted to consider the privacy of individuals involved in the meeting, so participants would not be using video.

L. Matus asked if there were any members who reported having issues with accessing the Zoom. N. Johns responded that everyone who participated in the survey administered by OHP said email would be the best way to receive information. She added that they would also mail materials to people if need be. M. Ross-Russell said that after the Executive Committee discussed how to proceed, they would bring their decisions to the Planning Body on Monday.

L. Diaz asked if the OHP phone had been transferred to a personal cellphone. M. Ross-Russell said that it had not and that the process may not be possible. D. Law noted that there were no new voicemails at the office. L. Matus suggested checking with OHP’s vendor to attempt to transfer the voicemail.

L. Diaz asked to start the discussion about how to move forward with meetings and voting. N. Johns mentioned that she was in a Zoom meeting with other EMAs. Coordinators from New York noted that they were using both Zoom and roll call votes to proceed. L. Matus said that she was comfortable with those options so long as the meetings were public and secure. She added that budgets were coming up and they needed to discuss and vote on that as well.

M. Ross-Russell said that according to a HRSA webinar, they were shooting to get Part A awards out some time in April 2020. If that is the case, M. Ross-Russell explained that HIPC still needs to vote on the FY2020 allocations. The Recipient cannot send out awards unless the budget is approved by HIPC. M. Ross-Russell said that the case count for COVID-19 is over 2,000 in Philadelphia, so it is still unsure when they would return to the office.

L. Diaz requested a vote on Special Rules of Order. M. Ross-Russell said that this vote would be specifically for carrying out meetings that differ from the standardized meeting process or bylaws.

Motion: S. Heaven motioned that HIPC implement Special Rules of Order to have virtual meetings through Zoom and vote by roll call in extraordinary circumstances, L. Diaz seconded.

D. Gana: yes – C. Steib: yes – G. Grannan: yes – K. Moussa: yes – L. Diaz: yes – S. Romero: yes – S. Heaven: yes – L. Matus: yes

Motion passed: The Special Rules of Order to allow for virtual Zoom meetings and roll call voting under extraordinary circumstance was passed unanimously: 8 in favor, 0 abstaining, 0 against.

—Current Barriers/Experience with Remote Work—

M. Ross-Russell asked the committee to identify barriers with remote work. She also asked for any solutions the committee has regarding work and possible lack of materials that would otherwise be accessible. N. Johns said they would be recording the Zoom meetings for documentation purposes. There will be links to the meetings on the website and through mailing lists.

M. Ross-Russell explained that OHP staff discussed Allocations spreadsheets and concluded that putting them on the webpage might be confusing to individuals unfamiliar with the spreadsheets and unsure of what the numbers represent. L. Diaz asked if they could just email the spreadsheets to the people who are participating and registered for the meeting. M. Ross-Russell responded affirmatively. N. Johns added that they could also share screens during the meeting so people can view the spreadsheets there as well.

L. Diaz noted that transparency is important, but agreed that putting information on the website might create confusion and misunderstanding of the information. M. Ross-Russell said that they still have not received the Notice of Grant Award yet, so there would need to be a future HIPC meeting after Monday as well.

Action Items:

—Allocation Preparation—

M. Ross-Russell said that they already covered this by voting earlier under the discussion items for roll call and Zoom meetings.

L. Matus suggested holding smaller, information Zoom sessions about Allocations to keep people informed throughout the process. M. Ross-Russell said there would be the Planning Council virtual meeting on Monday and another after the Notice of Grant Award. Prior to that meeting, they could also host several Zoom group discussions that would tend to questions and answers about the spreadsheets.

M. Ross-Russell added that there would need to be a virtual Finance Committee meeting as well. The committee would then come to the HIPC with a recommendation for approval of the budgets.

N. Johns clarified that they were discussing the FY2020-2021 allocations. L. Diaz asked for a better idea of the date for the Notice of Grant Award. N. Johns said that HRSA said they were expecting it to come out within a few weeks. They would likely receive the grant in April. M. Ross-Russell noted that the HRSA call occurred before the \$2 trillion stimulus packet for COVID-19. N. Johns noted that the 2020 allocations money was already allocated by Congress, though the following year may be affected by the COVID-19 stimulus spending.

—April 2020 Committee Meetings—

M. Ross-Russell said they also needed to discuss subcommittee meetings. Based on information from AACO and the Federal Government, she considered the idea that some subcommittees may need to suspend activities or only meet as needed. L. Diaz asked which subcommittees would need to be suspended. N. Johns said that other than the Finance Committee, most all of them may not have much business to tend to virtually. She mentioned that Positive Committee activities were suspended for the time being as well as the combined CPC and Prevention workgroup for the EHE plan. M. Ross-Russell noted that as of now, EHE requirements are not on hold.

N. Johns said that if the co-chairs felt as if they needed to meet even after suspending activities, they can contact OHP. M. Ross-Russell said that they are still problem solving the issue of hosting presentations and providing information to the council. She added that AACO was previously planning a service utilization presentation for the April 2020 HIPC meeting. Since this was no longer happening, they needed to figure out how to still provide information to the council.

L. Diaz suggested going through each subcommittee to make a decision on suspension of activities.

L. Matus, Prevention Committee co-chair, explained that field testing had been suspended until further notice. Within the subcommittee, they were previously working on EHE feedback and the Integrated Plan. She agreed to suspend activities for at least a month, and C. Steib agreed.

D. Gana, Finance Committee co-chair, said he would suspend activities until voting was needed.

G. Grannan, Comprehensive Planning Committee co-chair, would suspend activities until their support was needed for Finance or other grant-related topics.

S. Romero, Nominations Committee co-chair, would temporarily suspend activities.

—Expiring Memberships and New Applications—

S. Romero explained that there were three HIPC members whose terms were due to expire, two of which communicated that they wanted to stay on the council. He explained that the Executive Committee would need to decide whether or not to extend expiring memberships until next nominations cycle in Fall 2020. D. Law said that the third member had not reached out about reapplying. She suggested extending the two memberships that expressed that they wanted to stay. M. Ross-Russell said the Executive Committee needed to vote, but the final decision would be up to the full Planning Body.

L. Diaz added that the Nominations Committee was supposed to review new applicants this month, but due to COVID-19, that would have to wait until the Fall of 2020. S. Heaven asked if they were extending the membership until September 2020, and D. Law confirmed.

S. Romero motioned to extend Nominations processes until the Fall 2020, including extending the two expiring memberships and review of new applicants, C. Steib seconded.

D. Gana: yes – C. Steib: yes – G. Grannan: yes – K. Moussa: abstaining – L. Diaz: yes – S. Romero: yes – S. Heaven: yes – L. Matus: yes

Motion passed: The motion to extend Nominations processes until the Fall of 2020 was passed by majority rules: 7 in favor, 1 abstaining, 0 against.

Old Business:

None.

New Business:

M. Ross-Russell asked how the Zoom meeting worked for the Executive Committee. L. Diaz said that it was effective. Everyone confirmed that the meeting went smoothly.

Review/Next Steps:

None.

Announcements:

None.

Adjournment: L. Diaz asked for a motion to adjourn. **Motion:** D. Gana motioned, S. Heaven seconded to adjourn the April 3, 2020 Executive Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 1:06 PM

Respectfully submitted:

Sofia M. Moletteri, staff

Handouts distributed:

- April 2020 Executive Committee Agenda
- November 2019 Executive Committee Meeting Minutes

Proposal for Allocation Process for FY2021

Materials:

- Service Category Allocations Booklet
- Regional Allocations pie charts
- Funding from other sources/RW Parts
- Worksheet for members to develop proposals : to identify if any big changes are needed to Regional Budgets for level funding, 5% decrease and 5% increase

****All meetings are virtual****

Proposed Timeline/Events

June 11 2pm

HIPC Allocation Preparation Meeting to go over Service Category Allocations Booklet and historic allocations/spending with OHP and AACO staff

June 18 2pm

Comprehensive Planning Committee meeting to discuss needs and any recommendations for allocations and directives to the Recipient regarding service provision

Posting of Allocations materials and “check list” to hivphilly.org

July:

3 regional meetings to discuss needs and ideas for any changes in funding (1-2 hours) - this will be fueled by the work done prior to the meeting using the worksheets and at-home preparation

3 regional meetings to make allocations decisions (1-2 hours)

Each region’s meetings will take place during one week in July - scheduling TBD

- Week of July 6th- NJ
- Week of July 13 - PA
- Week of July 20 - Philly

Meetings can be streamed via Facebook for community viewing and commenting, but streaming audience cannot actively participate in the meeting. All participants must pre-register for all allocations meetings. Meetings will be recorded and minutes written.

August 13 2-4pm

HIPC meeting to approve regional and EMA-wide budgets for FY 2021

Support/training:

OHP will post all materials and training to the Allocations tab on hivphilly.org by mid-June, along with a checklist to assist members/community members' preparation for allocations. OHP will make a video describing that checklist and offering suggestions on how to prepare.

OHP will have at least one "office hours" session on Zoom for HIPC members and community members to ask questions about materials or process. This will be recorded and shared on HIVPhilly.org

OHP will make an online self-assessment (quiz) so participants can see where they need more information or have questions

Allocations Checklist:

List of trainings with links to videos and slides

List of documents with brief descriptions with links

Office Hours information

Include meeting dates, times and registration links with a summarized agenda