

Philadelphia HIV Integrated Planning Council
Executive Committee
Meeting Minutes of
Friday, April 3, 2020
12:00-2:00p.m.

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

Present: Gus Grannan, Clint Steib, Kenya Moussa, Loretta Matus, Lupe Diaz, Dave Gana, Sharee Heaven, Sam Romero

Staff: Beth Celeste, Debbie Law, Mari Ross-Russell, Nicole Johns, Sofia Moletteri

Call to Order: N. Johns asked someone to start off. L. Diaz offered to chair the meeting, and she called the meeting to order at 12:04 PM.

Approval of Agenda: L. Diaz presented the April 2020 Executive Committee agenda for approval.

Motion: L. Matus motioned, C. Steib seconded to approve the April 2020 agenda. **Motion passed:** All in favor.

Approval of Minutes (*November 21, 2019*): L. Diaz presented the previous meeting's minutes for approval. **Motion:** C. Steib motioned, S. Heaven seconded to approve the November 2019 meeting minutes. **Motion passed:** All in favor.

Report of Staff:

M. Ross-Russell reported that the committee would have to vote by roll call due to the virtual nature of the meeting.

M. Ross-Russell continued that based on Robert's Rules and the HIPC bylaws, they needed to figure out how to best move forward. The committee would discuss Robert's Rules and the bylaws under Zoom meeting discussion item.

N. Johns reported that she was scheduling check-in meetings with the Positive Committee. If there were any informal meetings that other committees wanted to organize, she asked them to let OHP staff know.

C. Steib asked if AACO had contacted OHP about the EHE Workgroup and EHE presentations to HIPC. M. Ross-Russell explained that she talked to C. Terrell and J. Williams who reported that most of AACO was working remotely or furloughed. Therefore, things were moving a bit more slowly. This meant that the final EHE draft was not yet complete.

M. Ross-Russell reported that March 31, 2020 was B. Morgan's last day at OHP.

Discussion Items:

—Suggestions/Commentary on HIPC Zoom Meeting—

M. Ross-Russell said that she and B. Morgan reviewed the bylaws for meeting and voting requirements. It is not explicitly stated in the bylaws that HIPC and subcommittees are required to have in-person meetings. The bylaws also do not explicitly state that roll call votes are disallowed. She explained that HIPC may need to operate by roll call votes to clarify who is participating and

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