

**HIV Integrated Planning Council  
Executive Committee  
Tuesday, August 7, 2018  
2-4 pm**

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

**Present:** Katelyn Baron, Kevin Burns, Mike Cappuccilli, Keith Carter, Tiffany Dominique (Conference call), Alan Edelstein, David Gana, Sharee Heaven, Loretta Matus (Conference Call), Jeanette Murdock, Clint Steib, Adam Thompson

**Excused:** None

**Absent:** None

**Guests:** None

**Staff:** Mari Ross-Russell, Briana Morgan, Stephen Budhu

**Call to Order:** K. Carter called the meeting to order at 2:12pm. Those present then introduced themselves.

**Approval of Agenda:** K. Carter presented the agenda for approval. **Motion:** K. Baron moved, J. Murdock seconded to approve the agenda. **Motion Passed:** All in favor.

**Approval of Minutes:** K. Carter presented the May 2018 minutes for approval. **Motion:** J. Murdock moved, M. Cappuccilli seconded to approve the minutes. **Motion Passed:** All in favor.

**Report of Staff:** B. Morgan stated the regional allocations meetings have concluded. The Finance Committee has already reviewed the proposed budgets for each EMA region and will present them to the HIPC for final review in its August 2018 meeting.

M. Ross-Russell stated the HIPC is exploring ways to engage members in its meetings. She noted the changes in the regional allocations meetings that used group discussion to get everyone to participate in the discussion. She stated the HIPC will look to add similar changes within its meetings. B. Morgan added feedback about the allocations process was welcomed.

**Action Items:** None

**Discussion Items:**

- **PLWH Representation**

B. Morgan reminded the committee they discussed PLWH representation over the last few months. In the last meeting the committee recommended the Positive Committee should review PLWH representation in HIPC leadership. She informed the committee upon review, the Positive Committee unanimously voted to require PLWH representation in the HIPC officer position. M. Ross-Russell mentioned the Positive Committee recommended for one of the officers to be PLWH, there was no discussion about the specifics of the requirement. J. Murdock confirmed M. Ross-Russell's statement and added within the Positive Committee meeting it was clear that everyone who was present felt PLWH representation was needed. There was no further specification made at the meeting about the PLWH recommendation.

T. Dominique asked if the governmental officer position would be included in the PLWH representation recommendation. M. Ross-Russell replied that was correct, since no specification was made within the Positive Committee. K. Baron asked if the recommendation would require a bylaw change. She added this shifts the conversation from requiring PLWH representation to whether or not PLWH representation should be required in the elected officer position. J. Murdock stated since there was no specification on the recommendation was made by the Positive Committee, the requirement should just be for any of the officers to be HIV-positive.

A. Thompson asked about disclosure of status. Did the recommendation require an HIV-positive officer to openly disclose their status? He stated the community may want to know who is representing them, therefore disclosure may be an issue. M. Ross-Russell stated there have been past situations where disclosure has come up. There have been situations where multiple officers were HIV positive but only one of them openly disclosed their status. The HIPC does not want to force anyone to unwillingly to disclose their status.

The committee discussed the current structure of the co-chairs within the HIPC. After brief discussion, B. Morgan asked the committee if they were in agreeance with the 3-officer structure or if they felt it should be revisited. She reminded the committee from their last meeting they proposed a 3-co-chair structure, 1 from the community, 1 “consumer of services”, and 1 appointed governmental co-chair. It was required that one of the officers is HIV positive. From current conversation it seems that the committee is moving away from requiring one of the elected officers to be HIV positive and moving towards a requirement that any of the officers could be HIV positive whether it be an elected position or an appointed one.

M. Cappuccilli asked if the committee approved this recommendation how would this affect the bylaws. B. Morgan replied the bylaws would be edited based on this committee’s discussion and the changes would be presented in the August HIPC meeting. All bylaw changes require a 30-comment period before changes are made official.

A. Thompson expressed his concerns with not requiring one of the elected officers to be HIV positive. There is potential that the appointed governmental co-chair could be HIV positive and none of the other officers are HIV positive. In that scenario the appointed officer represents the care and prevention agendas of the government. They may not represent the best interest of PLWH who from the affected committee. M. Ross-Russell replied in the past there has been instances where community officers have represented their own personal agendas. There is chance that any of the officers can represent their own personal agendas, it is the duty of the Planning Council to elect people best suited to represent them.

B. Morgan notified the committee if they approve the recommendation that any co-chair could be HIV positive they would have to consider possible situations that would trigger an election. She stated in the scenario where the appointed officer was the only HIV positive co-chair and they either retire or change jobs, would this trigger a new election for a HIV-positive co-chair?

M. Cappuccilli stated with the recommendation not requiring one of the elected officers to be HIV-positive the committee is potentially creating issues going forward. He suggested that the committee should revise the recommendation to require one of the elected officers to be HIV-positive. A. Thompson agreed with M. Cappuccilli’s comment.

T. Dominique stated if the recommendation was expanded to require one of the elected officers to be HIV positive it is limiting the pool of the qualified persons. There has been an issue with people wanting to be co-chairs, so this may diminish interest in the position. M. Ross-Russell explained the committee could make it a goal to have PLWH representation in the elected officer position, but make it a requirement that

one of the officers is HIV positive. She added the goal of HIPC membership is to have to 50% PLWH, but is required that 33% of members are PLWH.

**Motion:** S. Heaven moved, J. Murdock seconded to recommend the bylaws change to require any one of the three officers to be HIV positive. It would be a goal that the one of the elected officers was HIV-positive. **Motion Passed:** All in Favor.

- **Co-Chair Elections:**

M. Ross-Russell explained the HIPC officer terms were expiring in September 2018. The HIPC would need to open up co-chair nominations in their August 2018 meeting and hold elections in the following September meeting. Nominations would be open for 30 days and then elections would occur in the following meeting. A. Edelstein asked if all nominations had to be made in the August HIPC meeting. M. Ross-Russell replied no, nominations can be made at any time during the 30-day nominations period. The election will occur at after the conclusion of the nominations period.

M. Cappuccilli referenced the discussion from the May 2018 committee meeting. He asked if the terms would be all 2-year terms or would they be shorter. There was discussion about a 1-year term for the community co-chair. A. Thompson clarified the 1-year term was in reference to staggering the terms. Since both chair positions are up for election, one must take a shorter term in September 2018 to ensure the terms are staggered going forward. After the initial 1 one-year term elected co-chair terms would be for 2 years, the appointed officer will serve an indefinite term.

M. Cappuccilli asked how “consumer of service” would be defined. He asked would a “consumer of service” include those who use prevention services or just someone who is HIV-positive. A. Thompson replied in his opinion, “consumer of service” should be defined as anyone who uses HIV preventative or care services. K. Burns asked how use of HIV care or preventative services would be defined. Would it be someone who used needle exchange services, PrEP, or people who have completed prevention-based trainings?

The committee revisited the 3-officer recommendation. They stated the structure called for two elected officers, and one governmental. It is required that one of those three officers is HIV positive.

A. Thompson suggested the term “consumer of service” should be removed from the requirement. The bylaws should just state the 3-officer structure has one appointed governmental official and 2 officers are from the “community”. The committee agreed with A. Thompson’s recommendation. The community co-chairs do not necessarily need to be HIV positive, it should be left to the Planning Council’s discretion to decide if these individuals are representative of the community. The committee stated with this recommendation there is room in the bylaws, the vague wording allowed for different scenarios without changing the bylaws themselves.

**Motion:** K. Baron moved, J. Murdock seconded to change the co-chair structure in the bylaws to 3 officers, one appointed governmental with an indefinite term and two elected officers from the community with 1 or 2-year terms.

***Discussion on the motion:*** M. Cappuccilli asked how would it be decided who takes the shorter staggered term of one year. K. Baron responded it would be arbitrary, an agreement could be made amongst the co-chairs themselves. A. Edelstein suggested a coin flip could be used to identify the officer who takes the shorter term if no agreement could be made between themselves.

M. Ross-Russell suggested the committee may want to consider creating a job description for the officer position. A. Thompson agreed and stated he would be happy to help. T. Dominique volunteered to create the job descriptions.

**Vote:** 10 in favor, 0 opposed, 2 abstentions. **Motion Passed:** The Executive moved to recommend a 3-officer structure that includes 2 elected officers from the community with staggered terms of either 1 or 2 years, and an appointed governmental officer with an indefinite term.

**Old Business:** None

**New Business:** None

**Announcements:** J. Murdock announced there is a Back to School Drive at Philadelphia FIGHT. The program is asking either monetary or physical donations to help children in need get school supplies for the upcoming school year. The drive will take place on Monday August 20, 2018 from 11am-4 pm at 1233 Locust Street, 2<sup>nd</sup> Floor, Philadelphia, PA 19107.

**Adjournment:** **Motion:** D. Gana moved, J. Murdock seconded to adjourn the meeting at 3:38pm.

**Motion Passed:** All in favor

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP Calendar