

**HIV Integrated Planning Council
Executive Committee
Wednesday, October 10, 2018
2-3 pm**

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

Present: Alan Edelstein, Lupe Diaz, Sharee Heaven, Jeanette Murdock

Excused: Michael Cappuccilli, Keith Carter, Tiffany Dominique, David Gana, Loretta Matus, Clint Steib, Adam Thompson

Absent: None

Guests: None

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

Call to Order: S. Heaven called the meeting to order at 2:15pm.

Approval of Agenda: S. Heaven presented the agenda for approval. **Motion:** L. Diaz moved, A. Edelstein seconded to approve the agenda. **Motion Passed:** All in favor.

Approval of Minutes: S. Heaven presented the minutes for approval. **Motion:** Edelstein moved, S. Heaven seconded to approve the minutes. **Motion Passed:** All in favor.

Report of Staff: No report.

Discussion Items:

- **UCHAPS Representation**

B. Morgan stated the Urban Coalition for HIV/AIDS Prevention Services (UCHAPS) requires two delegates from each city that is part of the coalition. It is required that each city has at least one governmental delegate and one community delegate. UCHAPS requires that the community delegate is a current, future, or former chair of the relevant planning body. The community delegate also must be a current member of the Planning Council. Ideally the community delegate will be a representative of HIV preventative services. B. Morgan explained that Philadelphia has not had community representation by a member of the Planning Council since the Planning Council's integration of prevention and care.

M. Ross-Russell explained that AACO chooses the governmental delegates and sometimes they will make suggestions about the community delegates. Ultimately, the Planning Council has the power to decide who its community representative will be. M. Ross-Russell explained it has been suggested that she should be the alternate community delegate for continuity. She noted that this decision would be up to the group.

A. Edelstein asked for more information about the structure of UCHAPS. M. Ross-Russell explained UCHAPS previously met approximately every other month, and the majority of meetings are now virtual or via conference call. For meetings that are in person, the meeting is usually in one of the founding cities which include: New York, Atlanta, San Francisco,

Chicago, Baltimore, Washington D.C., Houston, and Philadelphia. Generally expenses are covered for the community delegates. Community delegates who attend UCHAPS meetings are expected to give a meeting synopsis to the Planning Council as part of their co-chair report.

L. Diaz asked what “future co-chair of the Planning Council” meant. B. Morgan replied that some other planning bodies have co-chair elects, where the co-chair elect is trained for a year or so before they become a co-chair. She noted that the Planning Council did not currently have a co-chair elect position.

L. Diaz asked M. Ross-Russell if she wished to remain the alternate for the UCHAPS delegate. M. Ross-Russell replied she did not mind serving in this capacity. She noted that it had been suggested that a member Office staff was an alternate for continuity, since the rate of staff turnover is lower than that of co-chairs.

After a brief discussion, S. Heaven and A. Edelstein asked L. Diaz if she would be interested in being the UCHAPS community delegate since she was currently serving as a Planning Council co-chair. L. Diaz replied she would welcome the opportunity.

Motion: S. Heaven moved, A. Edelstein seconded to recommend L. Diaz as the community delegate for UCHAPS, with M. Ross-Russell as the alternate. **Vote:** 3 in favor, 0 opposed, 0 abstentions.

Motion Passed: All in Favor.

- **HIPC Bylaws**

B. Morgan explained the committee needed to review the bylaws again, in order to update language. She explained the committee has recently reviewed language-based changes and today the committee would be reviewing similar changes. Previously the committee moved to recommend the Planning Council replace the phrase “CEO’s designee” with “CEO” in the bylaws. She stated that some mentions of the “CEO’s designee” were missed the first time, so the committee needed to review and recommend changes related to this language again. B. Morgan reminded the committee all bylaws changes must be presented to the Planning Council in writing, then voted upon after a 30-day comment period has passed. She noted that bylaws changes were usually first reviewed by the Executive Committee, then presented to the Planning Council.

B. Morgan explained the changes are made in red (*see – attached handout*). She stated that “CEO’s designee” was stricken throughout the document, leaving only “CEO”. B. Morgan asked the committee if they had further comment upon review of the changes. A. Edelstein asked if there are operational changes in the bylaws. B. Morgan replied that they were not, and that the only changes were to wording around the CEO’s designee.

Motion: A. Edelstein moved, S. Heaven seconded to recommend the changes to bylaws be presented to the Planning Council for final approval. **Motion Passed:** All in favor.

Old Business: None

New Business: M. Ross-Russell stated the updates to the integrated plan and epidemiological profile will be completed and available online soon.

Announcements:

S. Heaven announced she will be speaking during a webinar hosted by Housing for Urban Development (HUD) on October 18, 2018. The webinar will feature the changes in the HOPWA housing formula and what the Philadelphia region has done to try and secure alternative funding.

Adjournment:

Meeting adjourned by consensus at 2:45pm.

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP Calendar
- HIPC Bylaws