

# MEETING AGENDA

*Tuesday, September 1, 2020*  
*2:00 p.m.*

- ❖ Call to Order
- ❖ Welcome and Introductions
- ❖ Approval of Agenda
- ❖ Approval of Minutes (*June 02, 2020*)
- ❖ Report of Staff
- ❖ Discussion Items:
  - Attendance and Bylaws
  - Co-Chair Elections
  - Community Feedback for Involvement and Participation
- ❖ Action Items
  - Expiring Memberships and New Applicants
- ❖ Old Business
- ❖ New Business
- ❖ Announcements

EXECUTIVE COMMITTEE

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

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**Philadelphia HIV Integrated Planning Council**  
**Executive Committee**  
**Meeting Minutes of**  
**Tuesday, June 2, 2020**  
**12:00-2:00p.m.**

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

**Present:** Clint Steib, Lupe Diaz, Sharee Heaven, Alan Edelstein, Dave Gana, Loretta Matus, Gus Grannan, Mike Cappuccilli, Gracie Borns

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

**Call to Order:** S. Heaven offered to chair the meeting and called the meeting to order at 12:06 PM.

**Approval of Agenda:** S. Heaven presented the June 2020 Executive Committee agenda for approval.

**Motion:** A. Edelstein motioned, C. Steib seconded to approve the June 2020 agenda. **Motion passed:** All in favor.

**Approval of Minutes (April 03, 2020):** S. Heaven presented the previous meeting's minutes for approval. **Motion:** C. Steib motioned, A. Edelstein seconded to approve the April 2020 meeting minutes. **Motion passed:** All in favor.

**Report of Staff:**

N. Johns reported that the EHE plan and survey were posted on the OHP website's EHE subdomain (ehe.hivphilly.org) as of yesterday, June 1, 2020. The subdomain would act as a vehicle for community members and others to view and comment on the plan. The plan had only changed a bit since the council last viewed it, and it would be updated in Spanish (the plan and survey) within a week.

M. Ross-Russell reported that she talked to R. McKenna from HRSA, and he would give a presentation in June 2020 on the different bureaus/programs of HRSA as well as other federal funding streams. Regarding the meeting's agenda, he would likely present before the review of the service booklet. This order would make sense because the booklet includes other funding parts. His portion would help to enhance the discussion around funding parts, how it works, and other, outside funding streams. She asked if the committee was okay with this. Everyone agreed. M. Ross-Russell said that S. Moletteri would send out invitations to the meeting and set up the agenda accordingly.

N. Johns reported that the OHP webinars/trainings had been added to the OHP website under the resources tab and subtab "OHP trainings."

**Discussion Items:**

**—FY2020 Allocations Process and Timeline—**

M. Ross-Russell explained that the sheet they were using was developed by N. Johns. M. Ross-Russell noted that all of the materials listed were under the allocations tab on the OHP website. OHP would also send out the materials via email. N. Johns created an assessment for those interested in participating in allocations—the assessment would help people assess whether or not they were

prepared for the allocations process. M. Ross-Russell reported that almost everything had been updated (such as the service allocations booklet), but there were still some gaps in new data because of remote work due to COVID-19. There was a request put in for Part B regional funding—she had received updated Part B for PA counties and Philadelphia but had not yet received the NJ counties updated numbers.

M. Ross-Russell continued to explain that most other data were 2019 or 2020 data. The pie charts in the allocations materials were updated Part A. She was also creating the updated allocations spreadsheets, but would not yet send them out to avoid any confusion. OHP would email the allocations spreadsheets one day before the meeting so participants could review and have them during the meeting for discussion.

OHP had discussed reviewing the allocations service booklet on June 11<sup>th</sup> with HIPC. This way each service category could be explained. M. Ross-Russell explained that most allocation-related questions that participants have are typically covered in the service booklet, so this would be helpful as preparation. A. McCann-Woods from AACO would also participate to help with answering any questions HIPC may have.

On June 18<sup>th</sup>, the Comprehensive Planning Committee would go through needs assessments data and work with the recipient to brainstorm ways they can support EHE through the HIPC allocations process.

M. Ross Russell said that OHP was brainstorming the best way to hold the virtual allocations meetings. In the past, each of the three regional allocations meetings were 4 hours each, but this would be difficult to do over Zoom. OHP internally discussed breaking the meetings up, creating six meetings in total – for each of the three regions, one meeting would be for information and discussion and the second meeting for decision-making. Then, in August, HIPC would review and vote on all three budget proposals for the EMA.

N. Johns explained that breaking up the meetings into two parts would be beneficial for separating the “needs” conversations from the “dollars and cents” conversation. She said OHP would also stream the allocations meetings via Facebook Live for people to witness and comment since the meetings would be open to the public. There would also be office hours between the information and decisions meetings. This would give participants an opportunity to ask questions and gain clarification around information.

S. Heaven asked if anyone had questions about the proposed timeline and the events. M. Cappuccilli asked if they had advanced the discussion on how to better engage the public for each regional allocation meeting. N. Johns said that OHP can advertise the dates through the robust newsletter list and via email. OHP would ask that others also reach out to people who may be interested in the meetings. She explained that the meetings may be more accessible than ever due to their online nature, so hopefully there would be new and active participation. She added that OHP was also welcome to more ideas on how to mitigate unhelpful participation (or Zoom-bombing) and increase meaningful participation.

M. Ross-Russell said that it is easier to minimize confusion during in-person meetings than it is for virtual meetings. Because of this, participants should take the time to review materials prior to the meetings. A. Edelstein agreed that the drafted timeline/plan was the best way to approach the allocations process.

G. Borns asked about passwords to meetings. N. Johns said that the meetings would have attached passwords that OHP would distribute. Zoom was currently trying to encourage use of passwords to avoid Zoom-bombing.

**Old Business:**

None.

**New Business:**

None.

**Announcements:**

D. Gana announced that AIDS Education Month online workshops had begun. Registration for each workshop was required, and some workshops had already started this week. To register, go to the AIDS Education Month website. They would be posting workshops a week at a time. C. Steib added that there would be a youth central for the workshops which could be found on the youth central tab on the homepage of the website.

L. Diaz announced that she would be presenting on June 10<sup>th</sup>. Her presentation would be about self-care for people in the healthcare industry during COVID-19. S. Heaven asked if L. Diaz would be presenting by herself. L. Diaz responded that the workshop was from 1:00 - 2:30 p.m. and that she would be presenting with her co-worker, a licensed therapist.

**Adjournment:** S. Heaven asked for a motion to adjourn. **Motion:** C. Steib motioned, L. Diaz seconded to adjourn the June 2, 2020 Executive Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 12:39 PM.

Respectfully submitted:

Sofia M. Moletteri, staff

Handouts distributed:

- June 2020 Executive Committee Agenda
- April 2020 Executive Committee Meeting Minutes
- Proposal for Allocation Process for FY20210