

**HIV Integrated Planning Council  
Meeting Minutes of  
Monday, April 06, 2020  
2:00 p.m. – 4:00 p.m.**

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

**Present:** Daniel Angelis, Susan Arrighy, Juan Baez, Allison Byrd, Michael Cappuccilli, Keith Carter, Sharona Clarke, Lupe Diaz (Co-Chair), Alan Edelstein, Roberta Gallaway, Dave Gana, Pamela Gorman, S. Heaven (Co-Chair), Gerry Keys, Kailah King-Collins, Dena Lewis-Salley, Marilyn Martinez, Lorett Matus, Kenya Moussa, Jeanette Murdock, Nhakia Outland, Erica Rand, Samuel Romero, Clint Steib, C. Terrell, Gail Thomas, Zsofia Szep

**Absent:** Timothy Benston, Sade Benton, Janielle Bryan, Mark Coleman, Evette Colon-Street, Janice Horan, Richard LaBoy, Brian Langley, Joseph Roderick, Gail Thomas, Steven Zick

**Excused:** Gus Grannan, Tyrell Mann-Barnes, Sarah Nash, Gloria Taylor

**Guests:** Ameenah McCann-Woods (AACO), Javontae Williams (AACO)

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

**Call to Order:** L. Diaz called the meeting to order at 2:06 PM.

**Introduction:**

M. Ross-Russell explained that HIPC had upcoming obligations and needed to figure out how to continue operations remotely. First, they would use the Zoom poll for the approval of agenda and approval of the February 2020 meeting minutes. Afterwards the committee would use roll call votes to vote on special rules of order. She noted that they would later explain the importance of the special rules of order. If there were questions or technical problems, she asked that attendees use the chat box which could be accessed through the participant bar on the Zoom application. The committee would not be using any video and everyone would remain muted for purposes of privacy and order.

M. Ross-Russell noted the issue of “Zoom bombing,” wherein outside individuals would enter virtual meetings for the sole purpose of causing disruption. Therefore, the Executive Committee discussed ensuring security while also making the meeting as public as possible. She added that there were slides shared on the Zoom screen for attendees to follow along. N. Johns was the host of the meeting and would be controlling the technical side of the meeting.

L. Diaz asked that everyone be patient if they hear background noises. N. Johns noted that the meeting was being recorded. M. Ross-Russell suggested that Council members register votes for roll call by clicking “yes” or “no” in Zoom if there were issues with their audio.

**Approval of Agenda:**

L. Diaz referred to the April 2020 HIPC agenda S. Moletteri distributed via email. **Motion:** N. Johns asked for approval of the April 2020 Planning Council agenda via a Zoom poll for approval. **Motion passed:** The agenda was approved by majority rules: 22 in favor, 1 opposed.

**Approval of Minutes (February 13, 2020)**

L. Diaz referred to the February 2020 HIPC minutes S. Moletteri distributed via email. **Motion:** N. Johns presented the February 2020 meeting minutes via a Zoom poll for approval. **Motion passed:** The February 2020 minutes were approved by general consensus: 22 in favor, 0 opposed.

**Report of Co-Chairs:**

C. Terrell reported that the City of Philadelphia was moving quickly to respond to COVID-19. AACO was working with providers to ensure services were still being provided and were increasing telemedicine in accordance with social distancing. He suggested calling providers before showing up at their physical locations. Regarding HIV testing, AACO was making more home testing kits available over PhillyKeepOnLoving.com. They were also working with providers to make the at-home test kits available through them as well.

C. Terrell added that people should call the AACO helpline at 215-985-2437 if they were having issues receiving services.

S. Heaven noted that DHCD were also working remotely. They were maintaining HOPWA programs and ensuring that invoices were paid. She reiterated the need to call agencies before going to their physical location.

**Report of Staff:**

M. Ross-Russell reported that March 31<sup>st</sup>, 2020 was B. Morgan’s last day as part of the OHP staff. She was now working for the City of Philadelphia Office of Innovation and Technology. M. Ross-Russell explained that information previously directed towards B. Morgan was now being directed to her.

**Public Comment:**

None.

**Action Items:**

***—Adoption of Special Rules of Order (Roll Call)—***

M. Ross-Russell said that the HIPC bylaws did not explicitly state that members must meet face-to-face. However, the bylaws prohibited votes by proxy. The only way in which they could vote was by roll call. This meant that every member present had to either answer “yay”, “nay” or “abstain” to the question after their name was called. According to Robert’s Rules of Order, 2/3 of HIPC members needed to approve the method of voting before the Planning Council could proceed with roll call voting in the future.

She added that OHP staff sent out notice of Special Rules of Order on Friday, April 3<sup>rd</sup>, because it was mandated that the council know 72 hours prior to voting. The Planning Council may be receiving the Notice of Grant Award in the near future. The council had to sort out voting before the grant was awarded.

**Motion:** N. Johns called for a vote on Special Rules of Order to allow for roll call voting under extraordinary circumstances.

D. Angelis: yay – S. Arrighy: yay – J. Baez: yay – T. Benston: not present – S. Benton: not present – J. Bryan: not present – A. Byrd: yay – M. Cappuccilli: yay – K. Carter: yay – S. Clarke: yay – M. Coleman: not present – E. Colon-Street: non present – L. Diaz: abstaining – A. Edelstein: yay – R. Gallaway: yay – D. Gana: yay – P. Gorman: yay – G. Grannan: not present – S. Heaven: abstaining – J. Horan: not present – G. Keys: yay – K. King-Collins: yay – R. LaBoy: not present – B. Langley: not present – D. Lewis-Salley: yay – T. Mann-Barnes: not present – M. Martinez: yay – L. Matus: yay – K. Moussa: yay – J. Murdock: abstaining – S. Nash: not present – N. Outland: yay – E. Rand: yay – J. Roderick: not present – S. Romero: yay – C. Steib: yay – G. Taylor: not present – C. Terrell: abstaining – G. Thomas: not present – S. Zick: not present – Z. Szep: yay

M. Ross-Russell said that they have not met the 2/3 (26 members) quorum in favor of the Special Rules of Order—there were 22 members in favor and 4 abstaining. L. Diaz asked if she could change her vote from “abstaining” to “yay” in order to meet quorum. M. Ross-Russell said she could.

L. Diaz changed her vote from “abstaining” to “yay” – S. Heaven her vote from “abstaining” to “yay” – J. Murdock changed her vote from “abstaining” to “yay” – C. Terrell changed his vote from “abstaining” to “yay.”

**Motion passed:** The Special Rules of Order to allow for roll call voting under extraordinary circumstance was passed by majority rules: 26 in favor, 0 abstaining, 0 against.

***–Spring Open Nominations Process Extended to Fall 2020–***

S. Romero explained that the Executive Committee voted on extending the Spring Open Nominations process until Fall of 2020. This included waiting to review new applicants until Fall of 2020 as well as retaining two members with expiring memberships.

L. Diaz clarified that the vote was due to a recommendation from the Executive Committee. Therefore, HIPC only needed to take a roll call vote.

**Motion:** N. Johns called for a roll call vote to extend Spring Open Nominations Processes to Fall of 2020.

D. Angelis: yay – S. Arrighy: yay – J. Baez: yay – A. Byrd: yay – M. Cappuccilli: yay – K. Carter: yay – S. Clarke: yay – L. Diaz: abstaining – A. Edelstein: yay – R. Gallaway: yay – D. Gana: yay – P. Gorman: yay – S. Heaven: abstaining – G. Keys: yay – K. King-Collins: yay – D.

Lewis-Salley: yay – M. Martinez: yay – L. Matus: yay – K. Moussa: yay – J. Murdock: yay – N. Outland: yay – E. Rand: yay – S. Romero: yay – C. Steib: yay – C. Terrell: abstaining – Z. Szep: yay

**Motion passed:** The extension of Spring 2020 Open Nominations Processes until Fall of 2020 was passed by general consensus: 23 in favor, 3 abstaining, 0 against.

M. Ross-Russell clarified that HIPC only needed to meet 2/3 quorum for the Special Rules of Order vote.

### **Discussion Item:**

#### ***—Potential Notice of Grant Award—***

M. Ross-Russell announced that there would be a potential Notice of Grant Award in the near future. In the case of a Notice of Grant Award, there would be a Finance Committee meeting followed by a HIPC meeting. M. Ross-Russell noted that she would send information regarding budgets and funding along with the allocations spreadsheets to the Full Council if this were the case.

M. Ross-Russell added that the Executive Committee voted to cancel all subcommittee meetings for the month of April 2020 unless a committee needed to call an emergency meeting.

### **Committee Reports:**

#### ***—Executive Committee—***

L. Diaz reported that the Executive Committee met on Friday, April 3<sup>rd</sup> so they could discuss the April 2020 HIPC meeting.

#### ***—Finance Committee—***

No report.

#### ***—Nominations Committee—***

No report.

#### ***—Positive Committee—***

N. Johns reported that the Positive Committee was going to have an informal check-in tomorrow via Zoom. She asked that those who were interested should send her an email.

#### ***—Comprehensive Planning Committee—***

No report.

#### ***—Prevention Committee—***

No report.

### **Old Business:**

None.

**New Business:**

None.

**Announcements:**

L. Diaz asked that anyone who has announcements put them in the Zoom chat box.

K. Carter asked for an update on the 20<sup>th</sup> Anniversary Positive Committee project. N. Johns announced that because of COVID-19, she had temporarily suspended past and present Positive Committee member interviews. They were not able to continue virtually with the existing legal releases. She noted that they would begin interviews again once OHP's physical location was open again.

J. Baez announced that the AIDS Law Project was still open remotely. He said that individuals can visit [www.aidslawPA.org](http://www.aidslawPA.org) or call and leave a message on the remote intake line (215-821-7899). Calls would be returned within 8 hours.

N. Johns announced that S. Moletteri emailed HIPC members a document with a collection of COVID-19 resources. The resources ranged from fact sheets, to data and maps, to specific counties and different populations. If anyone did not receive the document, she asked that they let the office know via email. She added that anyone who encounters COVID-19 resources that HIPC members might need should send them to her or S. Moletteri to add to the document.

M. Ross-Russell announced that OHP staff was best reached by email.

M. Martinez announced that some of the free testing for COVID-19 included a telehealth appointment cost.

**Adjournment:**

L. Diaz called for a motion to adjourn. **Motion: J. Murdock motioned, C. Steib seconded to adjourn the April 2020 HIPC meeting. Motion passed: Meeting adjourned at 2:59 PM.**

Respectfully submitted,

Sofia Moletteri, staff

Handouts distributed at the meeting:

- April 2020 HIPC Meeting Agenda
- February 2020 HIPC Meeting Minutes