

**VIRTUAL: HIV Integrated Planning Council**  
**Meeting Minutes of**  
**Thursday, September 9, 2021**  
**2:00-4:30 p.m.**

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

**Present:** Juan Baez, Mike Cappuccilli, Debra D’Alessandro, Jose Demarco, Lupe Diaz, Alan Edelstein, David Gana, Sheree Heaven, Gerry Keys, Kate King, Kaliah King-Collins, Marilyn Martinez, Erica Rand, Sam Romero, Blake Rowley, Clint Steib, Desiree Surplus, Nicole Swinson, Evan Thornburg, Adam Williams

**Guests:** Ameenah McCann-Woods (AACO), Julie Hazzard (AACO), Jose de Marco, Sterling Johnson, Vanessa Whit, Em Evans

**Staff:** Beth Celeste, Julia Henrikson, Debbie Law, Mari Ross-Russell, Sofia Moletteri, Elijah Summers

**Call to Order:** L. Diaz called the meeting to order at 2:05 PM

**Approval of Agenda:** L. Diaz presented the September 2021 HIPC agenda for approval.

**Motion:** K. Carter motioned, D. Gana seconded to approve the September 2021 agenda.

**Motion passed:** 15 in favor and 2 abstained.

**Approval of Minutes** (*August 12, 2021*): L. Diaz presented the previous meeting’s minutes for approval. **Motion:** K. Carter motioned; G. Keys seconded to approve the August 2021 meeting minutes. **Motion passed:** 13 in favor and 9 abstained.

**Report of Co-Chairs:**

No Report.

**Report of Staff:**

M. Ross Russell stated there is no report, but there were topics that fell under discussion items that would be brought up.

**Action Items:**

*—Extension to the Ad-Hoc Recruitment Workgroup Plan—*

S. Moletteri stated the recruitment goals of the Ad-Hoc workgroup. The workgroup had met three times thus far and had three main goals that were dependent on demographics needed within the council.

L. Diaz asked D. Law when the next round of nominations would take place. D. Law answered that this would occur in April 2022. L. Diaz surmised that the committee could develop a plan

based on the next nominations cycle. M. Capuccilli stated that the workgroup might need 4 to 5 meetings to better prepare, as well as speak with the Positive Committee and others in order to best present the information/plan to the group, so December 2021 would be a good goal. C. Steib said that on October 29th there would be a tabling opportunity at the William Way Center during a Youth Pride event. K. Carter suggested that they give some more flexibility with the timeline, to provide enough time for recruitment before the next round of applications and plan to have the plan completed within the workgroup by January 2022.

**Motion:** M. Cappuccilli made a motion to change the recruitment presentation from September 2021 to January 2022. N. Swinson seconded the motion.

**Vote:**

M. Cappucilli -- In Favor  
E. Thornburg -- Abstain  
K. Carter -- In Favor  
D. D'Alessandro -- In Favor  
N. Swinson -- In Favor  
A. Williams -- In Favor  
L. Diaz -- Abstain  
G. Keys -- In Favor  
D. Gana -- In Favor  
C. Stieb -- In Favor  
A. Edelstein -- In Favor  
S. Heaven -- Abstain  
K. King -- In Favor  
S. Romero -- Abstain  
K. King-Collins -- In Favor  
M. Martinez -- In Favor  
J. Baez -- In Favor  
E. Rand -- In Favor  
D. Surplus -- In Favor  
L. Matus -- In Favor  
G. Grannan -- In Favor

**Motion passed: 16 in favor, 4 abstained.**

***Discussion Item:***

***--HIPC Co-Chair Nominations--***

M. Ross-Russell explained that every year the community co-chairs were up for reelection and they staggered the co-chair positions so there were no vacancies during an election cycle. This was also to ensure that there was always at least one experienced community co-chair. D. Law

added that a candidate for the position must be a member in good standing for a year. K. Carter asked S. Heaven if she would like to continue her role as co-chair, and she accepted the nomination while encouraging others to continue to nominate others. D. Gana nominated A. Williams, he accepted. However, he had only been a member for 10 months, so he was unable to run for the position of HIPC co-chair.

***--Next Steps for Prevention Committee Recommendations--***

J. Henrickson stated the new language that was agreed upon by the Prevention Committee based on the DExIS (Demonstrated Expanded Interventional Surveillance) Presentation from December 2020. The recommendations thus far had been approved by the Prevention and Executive Committees, respectively. Before they could move forward, HIPC needed to approve the new recommended language for themselves and begin to brainstorm next steps.

The language for the Prevention Committee recommendations is as follows:

1. HIV tests are to be offered alongside STI tests. If an HIV test was not offered jointly with an STI test, positive STI results are to be followed by an HIV test.
2. Providers are to offer take home HIV test kits if a patient refuses an on-site, in-person HIV test.
3. If a patient is to receive a negative HIV test result, the provider is to offer and discuss PrEP with the patient.

K. Carter motioned to change the verbiage of one of the suggested recommendations from “patient refuses” to “patient opts out,” A. Williams seconded. J. Henrickson asked M. Ross-Russell about the next steps, and M. Ross-Russell stated that the new language would have to be discussed among the Prevention Committee and brought back to HIPC. B. Rowley suggested the language be modified from “test” to “screening” because the community no longer used the former phrasing. N. Swinson added that, depending on the provider or facility, screenings were more expansive than tests. Tests were specific (i.e. being tested for something) while screenings could be surveys or at-risk assessments. J. Henrickson clarified that the language needed to be approved by HIPC before the Prevention Committee could move forward with other suggestions. She mentioned that the Prevention Committee had brainstormed around what to do with the language and were hoping to turn them into a letter to be submitted to the Recipient.

D. D'Alessandro suggested they change the second recommendation to make “HIV test kit” plural. Take home kits were exclusively tests, not screenings.

C. Steib agreed with the language change as the Prevention Committee co-chair, and L. Matus also agreed as the other Prevention Committee co-chair. J. Henrickson added that these recommendations needed to be synthesized in a letter for the recipient and approved by HIPC before it could move forward.

**Motion:** C. Steib motioned to send the language back to the Prevention Committee to draft a letter to send to the recipient, D. Gana seconded the motion. K. Carter asked the committee if a

letter was already drafted while he was away; J. Henrikson answered that it had not been completed and was a hypothetical draft.

**Vote:**

M. Cappucilli -- In Favor  
E. Thornburg -- Abstain  
K. Carter -- In Favor  
D. D'Alessandro -- In Favor  
N. Swinson -- In Favor  
A. Williams -- In Favor  
L. Diaz -- Abstain  
G. Keys -- In Favor  
D. Gana -- In Favor  
C. Stieb -- In Favor  
A. Edelstein -- In Favor  
S. Heaven -- Abstain  
K. King -- In Favor  
S. Romero -- In Favor  
K. King-Collins -- In Favor  
M. Martinez -- In Favor  
J. Baez -- In Favor  
E. Rand -- In Favor  
D. Surplus -- In Favor

**Motion passed: 16 in favor, 3 abstaining, 0 opposed.**

***--Ad-Hoc Recruitment Related Work--***

S. Moletteri opened this section by reiterating the list of youth organizations that were compiled by the Ad-Hoc Workgroup. The purpose of this plan was to help ensure that the information and materials from HIPC were reaching the queer youth demographic. The YMSM (young men who have sex with men) and young men of color generally were not demographically represented on HIPC and the purpose of the workgroup was in part to increase those numbers to properly represent/ reflect these vulnerable populations. There was also discussion within the Ad-Hoc Workgroup to connect with colleges and universities' queer clubs and groups. C. Steib suggested utilizing Access Matters or Family Planning because they were in charge of health resource centers in schools and could be helpful in tandem with contacting queer youth groups. K. Carter asked if there were any organizations in the NJ or PA counties that could help as well. S. Moletteri seconded that there needed to be more places in the NJ and PA counties due to the majority of the organizations listed being in Philadelphia. A. Williams pointed out that using queer groups from college and universities had a certain privilege implied with them, so they needed to make sure HIPC's efforts were widespread. They also stated that the AIC had a queer youth group that they could extend an invite to.

S. Moletteri agreed with K. Carter and said that social media was an important aspect of young

people's lives, so it was worth looking into how to best connect with them through social media. M. Martinez suggested connecting with and looking into Healthy Youth Philly's social media presence as a way to connect with youth.

K. Carter asked about reaching the Spanish-speaking population and ensuring they had information in English and Spanish in order to cast the widest net. L. Matus and A. Williams said they could translate English to Spanish if need be.

S. Johnson asked about utilizing the PA Youth Congress as a connection to LGBTQIA+ youth in the state. S. Molter added the existence of the Youth Outreach Adolescent AIDS Program which was Philadelphia-based with a statewide reach.

M. Coleman asked if they were reaching out to the community at large in Philadelphia or areas in which we know for the surveys. M. Ross-Russell answered that we contact providers and ask them how many surveys they would like based on the number of people living with HIV in their care since OHP does not have direct access to service recipients. The goal is to reach between 20 and 25% of PLWH in the EMA.

M. Ross-Russell stated that there were multiple activities on the horizon, that had not yet been discussed in detail, partially because of the allocations process that recently occurred. There were three large projects that were upcoming. The projects would require the HIPC's assistance as well as internal OHP work.

M. Ross-Russell explained that they had alluded to the fact that it was time for HIPC to start working on the Consumer Survey. If there were survey tools that members thought might be helpful or contain important questions, it would be beneficial to send them to OHP staff so we could begin crafting the next Consumer Survey; it would also be necessary to consider the current environment and ongoing pandemic when considering service evaluation questions.

The next item was Priority Setting--a responsibility mainly for the Comprehensive Planning Committee--which took place every 3 years. 2022 would be the next year that the HIPC would have to complete this process based on its policies and procedures. Priority setting typically took several months to work through. Last but not least was the new Integrated Plan guidance that had come out and was due at the end of next year. Essentially, all of these projects are happening starting in October/November 2021 and carrying through next year. Some of these activities would need to be completed ahead of Allocations next summer so they could properly incorporate the information. This was the first time all three activities had hit simultaneously, so it would require a lot of input and feedback from HIPC members as well as the community.

K. Carter stated that they needed to be creative in the dissemination of the surveys to ensure that they would have as many respondents as possible. M. Coleman asked if they were reaching out to all parts of the community at large in Philadelphia for those surveys or just reaching out to areas they knew. M. Ross-Russell answered that the survey was conducted through all willing RW Part A funded providers. OHP would then send out packets with surveys to providers. Unfortunately, OHP/HIPC did not have direct access to the community, so we have to depend greatly on providers for dissemination. Additionally, making sure there were online options was important to get as many people living with HIV in the nine counties as possible.

***--Introductory Video--***

This was a part of the Ad-Hoc Workgroup recruitment effort. S. Moletteri stated that this would be an interview-style video with members of HIPC. The hope for this video was to show that HIPC was an active group that was open and welcoming to new members. It would go on social media and the OHP website.

S. Heaven liked the idea and said it could establish a level of comfort among potential members. D. Gana suggested that videos could explain the different committees; it could be separate from the work the Ad-Hoc Workgroup was executing or in tandem with them. The video should be inclusive and representative of the communities they were trying to recruit.

M. Martinez shared that a lot of Latinx folks did not identify with demographic names (Hispanic, Taino, etc.), and after they receive a positive HIV screening, they sometimes put “Other” on their forms. They should look into expanding the demographic language to make sure the most people participate.

**Committee Reports:**

***-Executive Committee-***

**No Report.**

***-Finance Committee-***

**No Report.**

***-Nominations Committee-***

M. Cappuccilli reported that the Nominations Committee met last week. 24 new applications were received, and 18 applicants were recommended by the committee for possible seating. The group wanted to make sure the new candidates struck a balance between Philadelphia, NJ, and PA counties. The new candidates would be seated in October after the completion of the mayor’s appointment approval process.

***-Positive Committee--***

S. Moletteri reported that the next Positive Committee meeting would be held next Monday, September 13, 2021.

***-Comprehensive Planning Committee-***

G. Grannan reported that they were working on Priority Setting and would meet next Monday from 2-4 p.m.

***-Prevention Committee-***

C. Steib reported that the Prevention Committee's next meeting would be Tuesday, September 22, 2021 from 2-3 p.m.

**Ad-Hoc Recruitment Group**

No report.

**Any Other Business:**

None.

**Announcements:**

B. Rowley reported that there would be a presentation next Wednesday, September 15, with Gilead in tandem with AACO who would be presenting prevention data.

C. Steib reported that Philly's AIDS walk will be Oct 17, 2021.

A. Williams reported that there are two HIV/AIDS Awareness Days: National HIV/AIDS and Aging Day on September 18th and HIV/AIDS Gay Men's Awareness Day on September 27th.

**Adjournment:** L. Diaz called for a motion to adjourn. **Motion:** D. Gana motioned, seconded to adjourn the September 9, 2021 HIV Integrated Planning Council meeting.  
**Motion passed:** All in favor. Meeting adjourned at 3:51 p.m.

Respectfully submitted:

Elijah Sumners, staff

Handouts distributed:

- September 2021 HIPC Meeting Agenda
- August 2021 HIPC Meeting Minutes
- Ad-Hoc Recruitment Workgroup Language
- Youth Organizations List