

# MEETING AGENDA

*VIRTUAL:*

*Thursday, April 14, 2022*

*2:00 p.m. – 4:30 p.m.*

- Call to Order
- Welcome/Introductions
- Approval of Agenda
- Approval of Minutes (*March 10, 2022*)
- Report of Co-Chairs
- Report of Staff
- Discussion Item
  - Budget Review Process
- Committee Reports
  - Executive Committee
  - Finance Committee – *Alan Edelstein & David Gana*
  - Nominations Committee – *Juan Baez & Mike Cappuccilli*
  - Positive Committee – *Gracie Bornes & Kenya Moussa*
  - Comprehensive Planning Committee – *Gus Grannan*
  - Prevention Committee – *Lorett Matus & Clint Steib*
  - Ad-Hoc Recruitment Workgroup
- Other Business
- Announcements
- Adjournment

HIV Integrated Planning Council

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

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**VIRTUAL: HIV Integrated Planning Council**  
**Meeting Minutes of**  
**Thursday, March 10, 2022**  
**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, Keith Carter, Debra D'Alessandro, Lupe Diaz (Co-Chair), Alan Edelstein, David Gana, Pamela Gorman, Gus Grannan, Jeffery Haskins, Julie Hazzard, Sharee Heaven (Co-Chair), Sterling Johnson, Gerry Keys, Kailah King-Collins, Greg Langan, Loretta Matus, Kaleef Morse, Shane Nieves, Hemi Park, Erica Rand, Sam Romero, Clint Steib, Desiree Surplus, Evan Thornburg (Co-Chair), Adam Williams

**Guests:** Mike Frederick, Javontae Williams (AACO)

**Excused:** Jose Demarco, Sterling Johnson

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

**Call to Order:** L. Diaz called the meeting to order at 2:04 p.m.

**Approval of Agenda:** L. Diaz presented the March 2022 HIPC agenda for approval. **Motion:** G. Keys motioned, D. Gana seconded to approve the March 2022 agenda. **Motion passed:** 12 in favor, 2 abstained.

**Approval of Minutes (February 10, 2022):** L. Diaz presented the previous meeting's minutes for approval. **Motion:** D. Gana motioned to approve the minutes, A. Edelstein seconded to approve the February 2022 meeting minutes. **Motion passed:** 9 in favor and 4 abstained.

**Report of Co-Chairs:**

No Report.

**Report of Staff:**

M. Ross-Russell reported that the 138% FPL (Federal Poverty Level) for the marketplace has gone up to 150% of the federal poverty level for applying for the marketplace for subsidized and free insurance. More information was available at the [ryanwhite.hrsa.gov](http://ryanwhite.hrsa.gov) site. She additionally stated that there was a change to the city of Philadelphia's mask mandate and what that meant for meetings moving forward. The city's mask mandate has been lowered, but for organizations that work with people living with HIV the mandate has stayed in place. Planning body members should consider when and how we should move forward with this because the primary concern would be that with the changes to the mandate, if in-person meetings commence too quickly there was a risk to the health of the people in attendance. M. Ross-Russell stated that OHP was currently trying to figure out how to effectively do hybrid meetings, which would be a combination of in-person and virtual. OHP has the necessary resources to do so, however hybrid

meetings pose a unique challenge and she told the group to give some thought to how that could also affect how business would be conducted in a hybrid setting.

S. Moletteri reported that an email was sent to providers about the Community Survey and it contained a link that asked whether the providers want to receive prepaid postage packets, in-office non-postage, Spanish, English, market materials, etc. As of this meeting there were six responses. There was also a notice that went out in the newsletter which has a link to a Google Drive with marketing materials for the Community Survey as well. They stated that as those circulate OHP would send out surveys as requested, and if anyone present needed a link to ask.

M. Cappuccilli asked if the decision to meet in-person or hybrid would also trickle down to the subcommittees? M. Ross-Russell answered that it would probably involve all the committees and the hybrid setup would also include subcommittees, and stated that it could be a co-chair decision if they wanted to do something different or if the committees wanted to do something different it could be decided individually. She continued that once hybrid began, it was probably going to be across the board. Then it would be a matter of figuring out who wanted to do what and accommodate comfort to ensure that the individuals who were participating in these meetings also felt comfortable while participating.

L. Diaz asked if we have another increase of COVID-19 would we go back to virtual? M. Ross-Russell stated that OHP were told specifically what to do with regard to social distancing, any kind of restrictions that may be put on in-person meetings, etc. If that were to change dramatically and we have to commence virtually, then everyone would be made aware of the changing circumstances, but we will follow the mandates that we are given by the Health Department.

#### **Discussion Items:**

##### ***–Recruitment Guidelines–***

S. Moletteri explained that there was a presentation in January from the Ad-Hoc Recruitment Workgroup and there was a much longer set of guidelines. They were supposed to be voted on in February, the delay was caused by comments OHP received from the HRSA project officer that they were “too specific.” Due to their specificity, they were not inclusive enough and each goal in the recruitment guidelines was population specific. It was decided that the guidelines would be condensed by the Ad-Hoc Recruitment Workgroup for presentation to the full council today for the recommendation of approval. That meant that a motion and a second were not necessarily required, and you could just go straight to voting because it was a recommendation coming from a committee.

M. Cappuccilli read the overview of the Recruitment Guidelines, S. Moletteri noted the main changes were in the overview which was why they wanted them read aloud. They continued that the underlined section was directly from the project officer which suggested that there should be a very generic goal that summarized what the guidelines were to accomplish. The recruitment guidelines have been condensed so that they can be adapted to whatever demographic needed to be recruited, rather than focusing on populations. There were three goals: one of which was

focusing on recruiting people living within the PA and New Jersey counties. The second one was young men who had sex with men or queer youth generally. The third was transwomen and so they were all really specific.

S. Moletteri continued that a commonality between all the goals were some of their activities and strategies, so they shared a lot of those activities strategies because the Ad-Hoc recruitment workgroup felt that these could be applicable objectives and such for recruiting all populations. Now there were two goals and the first goal was the generic recruitment goal and the second one was a generic retention strategy. Activities were essentially the same as when they were first presented to the Planning Council in January, they just took out any and all population specific language. The first goal was just to recruit specific populations based on gaps in HIPC, the membership to fill required membership categories and reach demographic goals, addressing HIPC vacancies. The first objective focuses on the digital divide as a barrier to recruitment. These activities included a press release and a plantable business card with a QR code and seeds to pass out to potential members at conferences.

S. Moletteri stated that the second objective was to leverage the connections and create chances for interpersonal connection, create a letter to past Positive Committee members, identify community leaders was the second activity for identifying populations who were willing to participate with it. The first strategy is focusing on social media platforms. This first activity was really similar to the other one except on a social media platform now instead of a handout. The second activity was a complete social media work plan template to ensure OHP was on top of their social media outreach. The other strategy was to put a face online, so for this activity the goal is to create an interview style video for OHP to share on social media and the HIV Philly website. The second one is streaming meetings on Facebook Live.

S. Moletteri stated that the second goal was more retention-based and this was only for youth at first and now it was for anyone needed to meet the membership requirements. To ensure new members feel connected, and welcome was the first objective of the second goal. The first strategy and only strategy is to offer new members opportunities to actively participate in HIPC. The first activity is when enough members are recruited gauging interest and creating population specific work groups or committees. The second activity would be to set up a mentorship program with HIPC logistically reaching out to assign mentors to new members on the council.

M. Cappuccilli offered an amendment to the recruitment guidelines regarding the last-mentioned point regarding new members. Changing that to the following wording “HIPC will facilitate checking in opportunities for new members.” It was a subtle change, but one that was more aligned with what would be happening.

Juan Baez – In favor  
Mike Cappuccilli – In favor  
Keith Carter – In favor  
Debra D’Alessandro – In favor  
Lupe Diaz (Co-Chair) – Abstain

Alan Edelstein – In favor  
David Gana – In Favor  
Pamela Gorman – In Favor  
Gus Grannan – In Favor  
Jeffery Haskins – Abstain  
Julie Hazzard – In Favor  
Sharee Heaven – Abstain  
Sterling Johnson –  
Gerry Keys – In Favor  
Kailah King-Collins – In Favor  
Lorett Matus – In Favor  
Kaleef Morse – In Favor  
Shane Nieves – Abstain  
Hemi Park – In Favor  
Erica Rand – In Favor  
Sam Romero – In Favor  
Clint Steib – In Favor  
Desiree Surplus – In Favor  
Evan Thornburg – Abstain  
Adam Williams – In favor

19 in favor, 3 abstain

### **Committee Reports:**

#### ***–Executive Committee–***

No Report.

#### ***–Finance Committee–***

A. Edelstein reported that the committee made further revisions to be monitoring the administrative mechanism form and process. They were currently developing a revised document, which they plan to take to the executive committee to get their approval and endorsement.

#### ***–Nominations Committee–***

J. Baez reported that they discussed Trauma-informed training for HIPC members. Additionally, they updated the Warning Letter guidelines to be in line with the attendance policy. There was also discussion regarding check-in opportunities for new members, specifically after HIPC meetings led by Nominations targeting new members, but would be open to everyone

***–Positive Committee–***

S. Moletteri reported that the Poz Committee will meet on March 14th at 7pm, last month they tried an afternoon meeting, but they found that it was better in the evening while they met online.

***–Comprehensive Planning Committee–***

G. Grannan stated that CPC began to work on the integrated prevention and care planning.

***–Prevention Committee–***

L. Matus reported that there was a presentation led by AACO where they talked about some of their milestones from 2021, like formalizing a community mobilization as a distinctive service category, establishing the prep update and AACO prevention update. Additionally, priorities for 2022 like continuing their EHE efforts and revamping Philly Keep on Loving and the creation of AACO's first Strategic Prevention plan. The next meeting would be the 23rd at 2:30 p.m.

***–Ad-Hoc Recruitment Workgroup–***

No further report.

**Any Other Business:**

None.

**Announcements:**

K. Morse announced that in the coming weeks there would be a letter sent out to all EMAs and TGAs that involve New Jersey. As per a conversation with HRSA they want to collaborate on a statewide integrated plan versus having to do five and six in separate places.

**Adjournment:**

L. Diaz asked for a motion to adjourn. K. Carter motioned to adjourn, C. Steib seconded. Meeting was adjourned at 3:00 pm.

Respectfully Submitted,

Elijah Sumners, staff