
**Philadelphia HIV Integrated Planning Council
Meeting Minutes of**

Thursday, September 12th, 2023

2:00 p.m. – 4:30 p.m.

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

Present: Juan Baez, Michael Cappuccilli, Keith Carter, Lupe Diaz (Co-Chair), Jim Ealy, Alan Edelstein, Pamela Gorman, Gus Grannan, Sharee Heaven (Co-Chair), Gerry Keys, Patrick Mकिनay, Juju Myahwegi, Jerome Pipes, Clint Steib

Guests: Ameenah McCann-Woods (DHH), Clyde Johnson (Congreso de Latinos Unidos), Tariem Burroughs, Dorsche Pinsky,Carolynn Rainey, Xandro Xu

Excused: Debra D’Alessandro, Adam Williams, Jose DeMarco, Erica Rand, Alecia Manley, Desiree Surplus

Staff: Tiffany Dominique, Debbie Law, Mari Ross-Russell, Kevin Trinh

Call to Order: L. Diaz called the meeting to order at 2:03 p.m.

Introductions: L. Diaz asked everyone to introduce themselves.

Approval of Agenda: L. Diaz referred to the September 2024 HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. **Motion: K. Carter motioned; G. Keys seconded to approve the September 2024 HIPC agenda via a Zoom poll. Motion passed: 11 in favor, 1 abstained.** The September 2024 HIPC agenda was approved.

Approval of Minutes (August 8th, 2024): L. Diaz referred to the August 2024 HIPC meeting minutes and asked for a motion to approve. **Motion: G. Keys motioned; K. Carter seconded to approve the August 2024 HIPC minutes via a Zoom poll. Motion passed: 11 in favor, 1 abstained.** The August 2024 HIPC meeting minutes were approved.

Report of Co-Chairs:

L. Diaz said that several members had attended the Ryan White conference in the previous month. She said she was able to reunite with HIPC members she had not seen in-person for years.

She reported that the state HPG was scheduled to meet this month, but the meeting was delayed to October.

Report of Staff:

None.

Discussion Item:

-Member Term Limits and Co-Chair Positions -

M. Ross-Russell informed the HIPC Committee members that they had a rule in the ByLaws that stated that when a member served four 2-year terms, they would be unable to reapply for HIPC for a year. She stated that their process for co-chairs required members to be in good standing for at least a year before they could be nominated to sit as a subcommittee co-chair. Many members had joined HIPC in 2017 and were approaching their term limits in 2025. These members had occupied most of the subcommittee co-chair positions, and the members who would be replacing them would need training to fulfill the responsibilities of those positions. M. Ross-Russell said they were to lose 12 members out of around 41-43 members by 2026. She reminded the HIPC members that they would continue to ensure that the demographics of HIPC would match that of the epidemic. They planned to maintain a minimum of 35 members.

She described the responsibilities of each committee and what they had overseen. She said there were subcommittees that would be gravely impacted by the number of members leaving. M. Ross-Russell said they would be meeting with the Executive Committee to discuss these issues. K. Carter asked if they could amend their ByLaws to solve these issues. M. Ross-Russell said they could but she had advised against it. She remembered that the site reviewers had recommended that they had to better involve the community in their processes and they had already amended their ByLaws.

M. Ross-Russell remembered that when they were integrating the Planning Council, they had staggered the terms so that the members would not be leaving HIPC all at once if they had reached their term limit. Some members' terms had started in 2017 and others had started in 2018. M. Ross-Russell warned the HIPC members that she would be retiring in 2025. With this in mind, she said it was paramount that they prepare the new members to take over the responsibilities and gain experience in leadership.

She asked each of the members whose terms were expiring in 2025 and 2026 if they could disclose their identity. Most of the members consented to have their identity revealed.

Motion: K. Carter motioned, M. Cappuccilli seconded to reveal the names of the members who would be reaching their term limit of 4 terms in 2025 and 2026.

Motion Passed: All in Favor. The motion to reveal the names of the members who would be reaching their term limit in 2025 and 2026 was passed.

The individuals whose term was ending in Fall 2025 were G. Keys, C. Steib, L. Matus, M. Cappuccilli, L. Diaz, P. Gorman, and G. Grannan. The individuals who were reaching their term limits in 2026 were J. Baez, K. Carter, S. Heaven and E. Rand. L. Diaz stated that this would mean only two of their subcommittee co-chairs would not be reaching their term limit. M. Ross-Russell acknowledged the commitment that many of the veteran members had given to HIPC throughout the years. She thanked these members but also acknowledged that they deserved the right to step away from HIPC and that the responsibility cannot be placed solely on them. She said it was time for greater participation in the subcommittees. L. Diaz agreed and said she didn't want to reach her term limit but emphasized that it could be an opportunity for other members to increase their engagement with the HIPC process. C. Steib lamented that he had

been asking for someone to take his position as the Co-Chair of the Prevention Committee for a year and no one had volunteered to take his position.

M. Ross-Russell said that when they found out about the membership situation, they had reached out to their contacts such as DHH. She said they had tabled at two DHH events and reached out through social media to recruit new members. She said they had received 10 applications from people who were never part of HIPC before as well as applications from returning members. She asked T. Dominique to provide more information about their recruitment process. T. Dominique said they tabled at two events in late spring and summer. She said they had also created flyers and reached out to members with a request that they would in turn reach out to people who may be interested in joining HIPC.

M. Ross-Russell reminded the HIPC members of their attendance policy. If a member was absent for 5 meetings total or 3 meetings in a row in a planning cycle, the member would be in jeopardy of being removed from HIPC. She said that before the member would be removed, the Nominations Committee members would be contacting the member to learn about and attempt to remove barriers that would prevent the member from attending.

T. Dominique said that learning how to be an active HIPC member was difficult and could take up to one year to fully grasp the responsibilities. K. Carter asked if they could add an FAQ section to the OHP website to speed up the learning process. M. Ross-Russell said they would consider the idea. She then asked the new members for their opinion and thoughts on the process. The new members introduced themselves and stated why they had joined HIPC. K. Carter, C. Steib, and L. Diaz shared their experiences being on HIPC. L. Diaz said that being on HIPC required resilience but the effort and engagement was worth it. M. Ross-Russell said they could email her if they had any questions on HIPC membership.

Committee Reports:

-Executive Committee-

L. Diaz said the Executive Committee was deciding the date of their next meeting so they could discuss the citation mentioned during this meeting.

-Finance Committee-

A. Edelstein said the Finance Committee did not meet last month or this month. He said that if the Finance Committee did not recruit new members, they would be in danger of having no members once the veteran members' term limit had been reached.

He said the Finance Committee had met on the first Thursday of every month from 2:00pm to 4:00pm. He encouraged the HIPC members to join the subcommittee.

-Nomination Committee-

M. Cappuccilli said the Nominations Committee had met before the HIPC meeting. He said that if members could fulfill their requirement to attend both a HIPC meeting and subcommittee meeting in a month on the same day. He said they would be losing most of their subcommittee unless something changes.

He said they had reviewed 21 applications in their last meeting. He said they had also discussed the guidance on having more than two members from the same organization.

-Positive Committee-

K. Carter said the Positive Committee had met on the 2nd Monday of each month. He said their next in-person meeting would be on September 23rd from 12pm to 2pm. He said they would be giving out tokens and food. S. Moletteri had created fliers about the meeting on the OHP website. K. Carter said they should share the flier with those interested in attending. T. Dominique said the members had to sign up in advance for the meeting by September 15th.

-Comprehensive Planning Committee-

G. Grannan said the CPC had met on the Thursday after the HIPC meeting. He described the responsibilities of the subcommittee. T. Dominique said Action Wellness would be having a Presentation on their LEAP program.

-Prevention Committee-

C. Steib said the Prevention Committee had met on the fourth Wednesday of every month. He said their next meeting would be on September 25th. They would be having a presentation on the University of Pittsburgh's Stigma Project. The meeting would take place from 2:30pm to 4:30pm.

T. Dominique said they had two presentations in their August meeting. The first presentation was from C. Bien-Gund who spoke about PrEP in Pharmacies. The second presentation was from K. Trinh who presented on a study about housing surplus and affordability.

Other Business:

None.

Announcements:

C. Steib announced DHH will be doing a PrEP week with events happening every day next week.

Adjournment:

L. Diaz called for a motion to adjourn. **Motion: C. Steib motioned, K. Carter seconded to adjourn the HIV Integrated Planning Council meeting. Motion passed: Meeting adjourned at 3:28 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- September 2024 HIPC Agenda
- August 2024 HIPC Committee Meeting Minutes