

# MEETING AGENDA

## *VIRTUAL:*

*Monday, January 6th, 2025*

*2:00 p.m. – 4:00 p.m.*

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes
  - Executive Committee (December 19th, 2024)
- ◆ Report of Staff
- ◆ Discussion item
  - Proposed ByLaw Changes
  - Virtual/Hybrid Meeting Updates
  - Continuation of resolutions from previous EC meeting
- ◆ Other Business
- ◆ Announcements
- ◆ Adjournment

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The next Executive Committee meeting is

TBD

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

**VIRTUAL: Executive Committee  
Meeting Minutes of  
Thursday, December 19th, 2024  
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:** Keith Carter, Debra D’Alessandro, Lupe Diaz, Alan Edelstein, Gus Grannan, Clint Steib, Desiree Surplus, Evan Thornburg, Sharee Heaven

**Excused:** Michael Cappuccilli

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

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

**Introductions:** L. Diaz asked for introductions.

**Approval of Agenda:**

L. Diaz referred to the December 2024 Executive Committee agenda and asked for a motion to approve. **Motion:** C. Steib motioned; K. Carter seconded to approve the December 2024 Executive Committee agenda via a Zoom poll. Motion passed: 7 in favor, 1 abstained. The December 2024 Executive Committee agenda was approved.

**Approval of Minutes (September 23rd, 2024):**

L. Diaz referred to the September 2024 Executive Committee meeting minutes and asked for a motion to approve. **Motion:** K. Carter motioned; C. Steib seconded to approve the September 2024 Executive Committee minutes via a Zoom poll. Motion passed: 7 in favor, 1 abstained. The September 2024 Executive Committee meeting minutes were approved.

**Report of Staff:**

M. Ross-Russell reported that they would have a new project officer since the previous officer retired.

She next reported that OHP was in the process of transitioning to hybrid meetings. Recently, the new building security measures presented new challenges to the transition. The building installed a new door lock on the elevator and visitors now needed to enter an additional code to use the elevator. S. Moletteri recalled that security measures were a barrier for the last Positive Committee meeting, prior to the installation of the new building security measures. While the meeting still occurred, ensuring everyone could get in the building was stressful, especially if they came a bit late to the meeting.

C. Steib and L. Diaz wondered if they could have hybrid meetings in another conference room such as the one at the Division of HIV Health (DHH). T. Dominique said it would depend on whether the conference room would be equipped for virtual meetings and whether the guests had

identification to enter the room. M. Ross-Russell said they were looking for other spaces that were adequate to house a full planning council meeting.

**Discussion Item:**

***-Succession Planning/Project Officer Update-***

In the coming years, veteran members of HIPC would be reaching their term limits and would step off the council for one year before returning - if they chose to return. M. Ross-Russell said they had convened to talk about recruitment and the recommended members who were still awaiting their appointment letters. She said recommended members currently did not have the ability to vote during meetings because they were not full members. These members may have to be given the right to vote with the implicit understanding that they had been attending meetings for a year or more. M. Ross-Russell listed the names of the members who would leave HIPC per ByLaw rules in the upcoming years to highlight the severity of their situation. Most of the members were regulars who encompassed most of the attendance in certain subcommittees. Without them, there would be without leadership unless the recommended members were able to fulfill their duties. Maintaining membership in HIPC was important because HIPC had responsibilities such as collaborating with DHH on the Integrated Plan at the end of 2025 to 2026.

T. Dominique reminded the members that once veteran members left, they would be losing experience and knowledge. S. Moletteri asked each member to find potential members who would be interested in joining. M. Ross-Russell reminded the Executive Committee members that she would also be retiring in September 2025.

K. Carter asked if he was still allowed to attend the Positive Committee even if he was not a member. M. Ross-Russell confirmed this was correct.

T. Dominique asked if the committee members were comfortable with allowing the recommended members the ability to vote without their appointment letters. L. Diaz stated that members who were following all the procedures should not be penalized because of delays in the process. D. D'Alessandro was in agreement as long as they followed the bylaws. M. Ross-Russell said officially, the recommended members terms would start in September and their membership would be backdated accordingly when they become full members.

M. Ross-Russell once again encouraged members to reach out to their colleagues who could represent their organization and communities. She said they were experiencing low membership and recruiting new members through tabling and other methods. She emphasized that recruitment was important because onboarding was long and nuanced. She said most members do not feel comfortable participating in a more substantial role until they have been through their first term. T. Dominique said they must also have a contingency plan for the changing political landscape.

M. Ross-Russell would be meeting with the project officer the next day. C. Steib wondered if they could request a period of lax adherence to the unaligned consumer membership requirement while they attempted to settle the membership situation. M. Ross-Russell said she had spoken with the last project officer about greater flexibility with the bylaws and she would soon find out

if the new project officer would be amenable to C. Steib's request. She mentioned that other EMAs have struggled to maintain their unaligned membership requirements and expected that they would not be penalized for not meeting their goal. C. Steib suggested that they should amend their bylaws to allow for senior members to stay on HIPC. M. Ross-Russell said one of the issues that was mentioned during the site visit was that their memberships were too long and they needed to allow newer members and community members to be involved. T. Dominique reminded members that if they would want an amendment to the bylaws that the closest date they would be able to vote on it would be in March. The committee agreed that they would amend the bylaws to allow the recommended members to vote in certain circumstances.

**Motion:** K. Carter motioned, C. Steib seconded to propose an amendment to the bylaws which would allow recommended members to vote if they attended at least three meetings.

C. Steib: In Favor  
D. D'alessandro: In Favor  
L. Diaz: In Favor  
A. Edelstein: In Favor  
K. Carter: In Favor  
D. Surplus: In Favor  
G. Grannan: In Favor  
E. Thornburg; Abstained

**Motion Passed:** 7 in favor 1 abstained. The motion for the proposed amendment was passed.

***-Recruitment Presentation-***

S. Moletteri presented the members with the subcommittee recruitment presentation. They read through each of the slides and how each slide explained the roles and responsibilities of each subcommittee. S. Moletteri asked if the members would like to review each subcommittee's recruitment presentations. The Executive Committee members decided they would continue to the next discussion item due to lack of time.

***-Meeting Conduct and Communication-***

S. Moletteri brought up a document called the Meeting Conduct and Communication Document. The document outlined the situation that had occurred at the last CPC and Prevention Committee meeting and suggestions for potential interventions or solutions. The OHP staff realized internally that they should standardize the communication process to prevent miscommunication in the future. S. Moletteri said the ideas were to present the information to the members in advance in as comprehensive a way as possible.

The first idea was to create a checklist for presenters of the expected protocols. This included recording protocols, presentation accessibility after the meeting and other expectations. Many of the members were disappointed that they had to hold questions till the end of the meeting at the CPC/ Prevention Committee meeting. They had felt that the requirement prevented them from engaging with the material. T. Dominique asked the members if they were placed in a situation where they could not audio record the meeting, if they would accept the presentation knowing that the meeting was still recorded in the meeting minutes. A. Edelstein replied that HIPC was an

independent organization and should be allowed to set the parameters for their own meetings. He said if their parameters were not accepted by the presenter, they would not be allowed to present at their meeting. He felt that if the presenters were to dictate the protocols of the meeting, they would be running the meeting instead of the HIPC members. L. Diaz agreed and emphasized that if they were to enforce rules, they needed to act more professionally. M. Ross-Russell said if they were to create this checklist, they needed to post the checklist on their website so it was publicly available for presenters.

E. Thornburg reminded the committee members that the public had a sometimes contentious relationship with DHH and other health professionals. Long ago, they were prepped to expect such encounters with HIPC and E. Thornburg had come to accept this as the status quo. E. Thornburg said this was no longer the case and they wanted the committee members to know that DHH and other health professionals were often community members themselves. They said that DHH and other health professionals had the intent to be as transparent as possible and encouraged members to view their colleagues as having good intentions. K. Carter and L. Diaz agreed that they needed to be more empathetic and remember that they shared goals.

D. D'Alessandro said she did not receive forewarning about the nature of the meeting. She did not expect the meeting to have so many nonmembers present and that it would not be recorded. She wanted it on record that she would want to be briefed about this kind of meeting beforehand since it had caught her off guard as one of the co-chairs. L. Diaz emphasized the need to maintain a sense of professionalism no matter the circumstances. M. Ross-Russell said that DHH had decided that their community feedback process would be separate from the CPC/Prevention Committee joint meetings.

T. Dominique asked the committee members to answer three reflection questions. She believed that if the committee members had answered these questions, it could mend the relationship between each member and DHH.

The three questions were as follows:

1. How do we reinforce our code of conduct in ways that are firm, fair, and actionable - but still allows everyone to be heard and overall sentiments to be heard? What do these real-time interventions look like?
2. What does an effective and engaging presentation look like for our council and which components are most valuable?
3. How do we signal to our guests (like the nonmembers that had been in attendance) and presenters that we value their time and input, even when issues arise.

M. Ross-Russell asked if the committee members would answer the questions if they were sent in an email. They would then discuss their answers in another meeting. The committee members agreed they would answer the questions and meet again soon in a month.

K. Carter asked if it was possible to send an apology letter to the presenters. M. Ross-Russell said since the meeting, one person had resigned from HIPC while another person had apologized in subsequent meetings. She said HIPC could create a letter and this could be used to mend the

relationship between the two parties. The committee agreed that the letter could be signed as HIPC as a whole. T. Dominique said that they should send a letter to all those in attendance as well and not just the two presenters.

***-New Member Recruitment-***

This item was not discussed due to time constraints.

**Other Business:**

None.

**Announcements:**

None.

**Adjournment:**

L. Diaz adjourned the December 2024 Executive Committee meeting at 4:15 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- December 2024 Executive Committee Agenda
- September 2024 Executive Committee Minutes
- Subcommittee Document/Flyer