

Hybrid: Philadelphia HIV Integrated Planning Council

Meeting Minutes of

Thursday, January 8th, 2026

2:00 p.m. – 4:30 p.m.

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

Present: J. Baez, T. Burroughs, K. Carter, D. D'Alessandro, N. D'Souza, J. Ealy, A. Edelstein, J. Haskins, S. Heaven (Co-Chair), N. Houston, D. Lewis-Salley, A. Manley, P. Mukinay, J. Myahwegi, S. Smith, D. Surplus, E. Thornburg (Co-Chair), S. Wynne

Excused: H. Docmanov (Recommended)

Guests: Charla Cousar (NJHPG), N. Deal (Recommended), S. Ellis (Recommended), K. Fisher (Recommended), D. Jackson (Recommended), Kailah King, A. Leger (Recommended), M. Mabou (Recommended), Loretta Matus, Ameenah McCann-Woods (DHH), P. Neumann (Recommended), A. Ororato (Recommended), Cameron Schatz, Avis Scott (DHH), D. Singleton (Recommended)

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh

Call to Order: E. Thornburg called the meeting to order at 2:08 p.m.

Introductions: E. Thornburg skipped introductions.

Approval of Agenda:

E. Thornburg referred to the January 2026 HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. Those on Zoom voted by poll and those in person, voted by show of hands. **Motion:** K. Carter motioned; A. Edelstein seconded to approve the January 2026 HIPC agenda. **Motion passed:** 13 in favor, 1 abstained. The January 2026 HIPC agenda was approved.

Approval of Minutes (December 11th, 2025):

E. Thornburg referred to the December 2025 HIPC meeting minutes and asked for a motion to approve. Those on Zoom voted by poll and those in person, voted by show of hands. **Motion:** A. Edelstein motioned; K. Carter seconded to approve the December 2025 HIPC minutes. **Motion passed:** 11 in favor, 2 abstained. The December 2025 HIPC meeting minutes were approved.

Report of Co-Chairs:

None.

Report of Staff:

K. Wilson introduced herself as the intern for the Office of HIV Planning (OHP). She would be creating recommendations based on the Town Hall events.

T. Dominique said the recommendation letters were in the Health Commissioner's Office. She said they had pushed back the start dates to prevent recommended members from rolling off all at once in the future.

K. Trinh reported that they had 14 people registered for the NJ Town Hall. The event would take place at the Cherry Hill Library on January 13th. S. Moletteri said they believed they had 4 people registered for the PA County Town Hall in Yeadon. D. D'Alessandro said she would continue to advertise the town hall to her provider colleagues so they could forward the information to their clients. S. Moletteri thanked D. D'Alessandro for her efforts. T. Dominique also thanked P. Neumann, P. Gorman and S. Smith for promoting the town halls.

Presentation Item:

-PA Integrated Plan Update-

C. Henne, a representative from the Pennsylvania Department of Health (PA DOH), was unable to attend the meeting to provide their update. S. Moletteri would instead deliver the update on the PA Integrated Plan.

S. Moletteri reminded the group that the PA DOH had been offering monthly updates on their Integrated Plan during HIPC meetings. The first section of the Division of Integrated HIV Prevention and Care Plan (IHPCP) was out for review and comment. Comments on the draft were due January 9th. Their final information gathering for development of the plan would take place on January 21st and 22nd at the PA HIV Planning Group (HPG). The list of recommendations would be formulated by the subcommittees and workgroups of the HPG. They would later be approved by the HPG in its entirety. C. Henne expected most of the recommendations to be approved by February/March. All information gathered was in the process of being analyzed and they were currently drafting sections. As the process continued, those sections would be provided for review and comment. S. Moletteri read from C. Henne's update stated that program managers had already begun working on the work plan as far as alignment of goals and activities with federal requirements were considered. Finalizing the goals and activities would be completed once all information gathered to develop the plan and specific recommendations of the HPG had been reviewed/considered. C. Henne had written that it was her intention to present the completed draft of the workplan to HIPC for their awareness and opportunity to comment. S. Moletteri explained that OHP Staff would forward any council questions to C. Henne. S. Moletteri placed the feedback form for the group in the Zoom chat.

Action Items:

-CPC Priority Setting Procedure-

D. D'Alessandro, co-chair of the Comprehensive Planning Committee, said they had their Priority Setting Process every three years to rank the importance of each service category. Now they were transitioning to adding an abbreviated Priority Process that would be conducted in between each full Priority Setting Process. This newly introduced process would be conducted annually rather than every three years. S. Moletteri assured members the annual Priority Setting Process would not replace the full Priority Setting. They said the reason why Priority Setting had occupied much of the CPC meeting during the year was that they had to review each service individually. The abbreviated Priority Setting would simply have each member choose their top 3 service category. In the previous meeting, they had created language that would be reserved in

case they had reached a tie in ranking the services. After choosing their 3 services, members were asked to give their reasons for their selection. OHP staff would then identify the top 5 services to re-rank.

Motion: D. D’Alessandro motioned to approve the abbreviated Priority Setting Process with the Comprehensive Planning Committee’s recommendation.

K. Carter: In Favor
A. Edelstein: In Favor
A. Manley: In Favor
D. Lewis-Salley: In Favor
D. Surplus: In Favor
D. D’Alessandro: In Favor
E. Thornburg: Abstained
S. Smith: In Favor
J. Haskins: In Favor
J. Ealy: In Favor
J. Baez: In Favor
N. Houston: In Favor
N. Souza: In Favor
P. Mukinay: In Favor
T. Burroughs: Abstained

Motion Passed: 13 in favor, 2 abstained. The motion to approve the abbreviated Priority Setting Process was passed.

Committee Reports:

-Executive Committee-

T. Dominique said the Executive Committee would be meeting next week to discuss the upcoming Integrated Plan.

-Finance Committee-

None.

-Nominations Committee-

D. Law said the Nominations Committee had conducted their Open Nominations Process with the review panel. Seven applications were reviewed and six applications were recommended for membership. Next month, they would review member attendance.

-Positive Committee-

K. Carter welcomed the new members. He said the Positive Committee had discussed moving their meetings to Tuesday to increase attendance. Their next meeting would be January 20th from 12pm to 2pm.

-Comprehensive Planning Committee-

D. D'Alessandro thanked the CPC members for their work on creating the questions for the town hall. She then thanked the OHP staff for facilitating the town hall.

-Prevention Committee-

J. Ealy said they had been planning presentations for their next few meetings. They hoped to have a presentation on the Affordable Care Act in January, ViiV in February and Hepatitis in March.

He added that they would have a Valentines Day event in February on the 13th from 11am to 1pm.

Other Business:

J. Ealy said the Prevention Committee would host a Valentines Day event in February on the 13th from 11am to 1pm.

Announcements:

T. Dominique reminded the HIPC members that they would move to hybrid meetings for HIPC next month. Further instructions would be sent to get into the OHP office as they move closer to the date. She added that the Pennie Enrollment date for insurance was January 31st for those who wanted to apply.

Adjournment:

E. Thornburg called for a motion to adjourn. **Motion: T. Burroughs motioned, J. Haskins seconded to adjourn the January 2026 HIPC meeting. Motion passed: Meeting adjourned at 2:47 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- January 2026 HIPC Agenda
- December 2025 HIPC Committee Meeting Minutes