

Hybrid: Philadelphia HIV Integrated Planning Council

Meeting Minutes of

Thursday, March 12th, 2026

2:00 p.m. – 4:30 p.m.

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

Present: Juan Baez, T. Burroughs, K. Carter, D. D'Alessandro, N. D'Souza, J. Ealy, A. Edelstein, M. Gordon, S. Heaven (Co-Chair), N. Houston, A. Manley, P. Mukinay, J. Myahwegi, A. Scruggs, S. Smith, E. Thornburg (Co-Chair), C. Rainey, S. Wynne

Excused: S. DiBianca (Recommended), H. Docmanov (Recommended), J. Haskins

Guests: Tyler Berl, Charla Cousar (NJHPG), Cheryl Choice, N. Deal (Recommended), K. Fisher (Recommended), Cheryl Henne (PA DOH), S. Jacinto (Recommended), C. Johnson (Recommended), Nakia Lancaster, A. Leger (Recommended), M. Mabou (Recommended), Bryan Tyler Orr, P. Neumann (Recommended), Avis Scott (DHH), Cameron Schatz, D. Singleton (Recommended), K. Williams (Recommended), Alex Wilson (DHH), Mystkue Woods (DHH)

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh, Kristin Wilson (Intern)

Call to Order: S. Heaven called the meeting to order at 2:08 p.m.

Introductions: S. Heaven asked for introductions.

Approval of Agenda:

S. Heaven referred to the March 2026 HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. **Motion:** K. Carter motioned; C. Rainey seconded to approve the March 2026 HIPC agenda. Members were asked to vote through a show of hands or through the Zoom poll. Motion passed: 14 in favor, 2 abstained. The March 2026 HIPC agenda was approved.

Approval of Minutes (February 8th, 2026):

S. Heaven referred to the February 2026 HIPC meeting minutes and asked for a motion to approve. C. Johnson mentioned that he was not listed as presented in the meeting minutes. C. Henne said she was a representative of the PA Department of Health (DOH) and not specifically the PA HIV Planning Group (HPG). **Motion:** K. Carter motioned; D. D'Alessandro seconded to approve the amended February 2026 HIPC minutes. Members were asked to vote through a show of hands or through the Zoom poll. Motion passed: 11 in favor, 2 abstained. The amended February 2026 HIPC meeting minutes were approved.

Report of Co-Chairs:

None.

Report of Staff:

T. Dominique reported they had discussions with the project officer. They had discussions about the town halls and the member demographics. At this time, the HIV Integrated Planning Council was not in compliance with the member numbers and the number of people with lived experience. T. Dominique said the project officer did offer recommendations and support for this issue.

Furthermore, the project officer had discussed how HIPC needed to have more in-person attendants at their meetings. T. Dominique explained that the purpose of the request was to justify the rent for the Office of HIV Planning. T. Dominique said they wanted more in-person attendees at meetings, but reassured the members that the option to attend virtually would remain.

Previously, an update on the National HIV Behavioral Surveillance (NHBS) data was on the agenda. The update would be moved to a future HIPC meeting as the data was still being finalized.

Presentation Items:***-PA Integrated Plan Update-***

During the last meeting the PA DOH had released section six of their Integrated Plan for comment and review. C. Henne said the timeframe to comment on the section had closed and they were in the process of reviewing the comments. She said she expected they would release section 1 of the Integrated Plan tomorrow for comment. The comment period was expected to be one week as the section was short and they had wanted to leave more time for the other sections. They would present the work plan to the PA HPG in the next week to ensure that the HPG's priorities were being met in the plan. C, Henne said HIPC would get their chance to review and comment on the plan soon. She said they had wanted to have the PA HPG voted on the plan in May. After the HPG had voted on the plan, HIPC would be given the chance to vote on consensus in June. C, Henne said she would be available to answer questions on the plan in May.

-NJ Integrated Plan Update-

C. Cousar said the HPG was continuing to work with the consultant on the NJ Integrated Plan. She hoped to have more information on the plan at the next HIPC meeting. She said when they received the final award, they would make adjustments to the budget as needed.

Action Item:***-26-27 Fiscal Year Budget-***

A. Edelstein said they had not received the final award yet. Instead, they had the partial award. He advised the HIPC members that it would be prudent to vote on a level funding budget with the information they had now.

Referring to the spreadsheets, A. Edelstein explained that there would be shifts in funding based on the number of HIV cases in each region. Since the number of PA cases had increased proportionally to the eligible metropolitan area (EMA), the PA counties would be receiving an increase of \$128,269 to their funding. Likewise, the NJ Counties would be receiving an increase of \$171,544 to their budget. Philadelphia County would lose \$299,813 from their budget.

Motion: A. Edelstein motioned to approve the level funding budget with the Finance Committee's recommendation for approval.

D. D'Alessandro: In Favor
E. Thornburg: Abstained
J. Ealy: In Favor
J. Myahwegi: In Favor
K. Carter: In Favor
M. Gordon: In Favor
P. Mukinay: In Favor
S. Wynne: In Favor
S. Smith: In Favor
T. Burroughs: In Favor
A. Manley: In Favor
A. Scruggs: In Favor
S. Heaven: Abstained
A. Edelstein: In Favor
C. Rainey: In Favor
J. Baez: In Favor
N. Houston: In Favor
N. D'Souza: In Favor

Motion Passed: 16 in favor, 2 abstained. The motion to approve the level funding budget was passed with the Finance Committee's recommendation for approval.

Discussion Item:

-In-Person Attendance at Meetings-

K. Trinh had created a survey last week and sent it to the HIPC members. The purpose of the survey was to gather information about the HIPC members' barriers to attending meetings in-person. About 13 people had replied to the survey. Of the 13 responses, 61.5% were from full HIPC members and 38.5% were from recommended members.

Survey respondents were asked what were their barriers to attending meetings in-person. The most common barrier mentioned to the question was time and conflicting schedules. HIPC members cited they had limited time to travel to meetings and they generally had work around the time of the meeting. The cost of travel was another factor that was mentioned. Members were also asked what would incentivize them to attend in-person. Most members who answered the survey said they would have wanted more social elements to the meetings. Survey participants said they wanted time to talk with their colleagues before and after meetings.

After reading the results of the survey, K. Trinh opened the floor for discussion. T. Dominique opened the discussion with a reminder that while they would want more members to start attending meetings in-person, they were open to members who wished to continue attending meetings virtually. She said their participation was valued in whatever form it took. Responding to comments about the cost of travel, T. Dominique said that they do offer travel reimbursement in the form of Septa cards, two free parking spots, and other alternatives. T. Dominique said they

could incorporate a social hour before all meetings with the exception of HIPC meetings where they held the Nominations Committee beforehand.

C. Rainey said they should consider changing the time of the meeting. She said the meetings generally happened in the middle of the day where she had work at the clinic. She noted that traveling to the meeting would ask members to invest more time than the allotted two hours for the meeting due to travel. She said they should consider meeting in-person on a quarterly basis. A. Leger agreed with C. Rainey. K. Carter asked if they could have a meeting with the project officer so they could share their grievances. He felt that the pressure to meet in-person had come from the project officer. T. Burroughs said meeting in-person was more difficult and more organizations were switching to virtual meetings. Instead of trying to force a return to the past, he said they should embrace how meetings were now run in the modern world. C. Rainey and J. Ealy voiced their agreement with K. Carter and T. Burroughs. K. Carter reminded the members that they were not compensated like other organizations and were volunteers. C. Rainey said it was unrealistic for them to carve out time in the middle of the day and then suddenly return back to work. T. Dominique said this feedback was welcomed and it gave us the tools to have a discussion with the project officer. She said that some people were required to participate in HIPC as a part of their job position. She said they could have a survey to decide what would be the best day and time to meet as well as how frequent they want the meetings to be. T. Dominique explained that the reason why the project officer was insisting on more in-person attendants was because they had wanted to ensure that the funding going towards renting the office for the meetings was well utilized. T. Dominique said they were looking for a smaller space and their current lease would expire in December and they would be in a new space in January.

Committee Reports:

-Executive Committee-

None.

-Finance Committee-

None.

-Nominations Committee-

J. Baez said they discussed membership attendance and social events to keep their members engaged. Additionally, they discussed leadership positions and would be reaching out to members who could be eligible for leadership. In the future, it was possible they would be changing the ByLaws in relation to leadership eligibility requirements.

-Positive Committee-

K. Carter said the next Positive Committee would be meeting on March 17th.

-Comprehensive Planning Committee-

D. D'Alessandro said their last meeting was a Siloam workshop focusing on self-care. Their next meeting was March 19th where they would be conducting their Condensed Priority Setting Process.

-Prevention Committee-

K. Trinh said the Prevention Committee had a presentation from ViiV and C. Jones on Apretude in February. At the fourth week of this month, they would have a presentation from M. Hobkirk on Viral Hepatitis.

Other Business:

None.

Announcements:

K. Carter said the city had appointed Tito Valdes as the new executive director of LGBTQ Affairs.

S. Moletteri announced the Women's History Month & HIV Awareness Brunch & Panel on March 22nd.

Adjournment:

S. Heaven called for a motion to adjourn. **Motion: K. Carter motioned, C. Rainey seconded to adjourn the March 2026 HIPC meeting. Motion passed: Meeting adjourned at 2:47 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- March 2026 HIPC Agenda
- February 2025 HIPC Committee Meeting Minutes