

**Monday, November 4, 2019**

**12:00-2:00pm**

Office of HIV Planning 340 N. 12<sup>th</sup> Street Suite 320  
Philadelphia, PA

**Mission Statement: The Positive Committee supports and enhances the role of people living with HIV/AIDS to empower their participation in the decision-making process of the Philadelphia HIV Integrated Planning Group.**

**Call to Order/Moment of Silence**

**Introductions**

**Approval of Agenda**

**Approval of Minutes**

**Report of Chair**

**Report of Staff**

**Action Item:**

**Meaningful Involvement of PLWH- finalize recommendations**

**Discussion Item:**

**Positive Committee Ground Rules**

**December Evening meeting**

**Old Business**

**New Business**

**Announcements**

**Adjournment**

**PLEASE TURN ALL CELL PHONES AND PAGERS TO SILENT OR VIBRATE.**

The next meeting of the Positive Committee is  
**December 10 from 6:00-8:00PM** at 340 N. 12<sup>th</sup> Street, Suite 320,  
Philadelphia, PA 19107. Please refer to the Office of HIV Planning calendar of  
events for committee meetings & updates ([www.hivphilly.org](http://www.hivphilly.org)). **If you require any special assistance, please contact the office at least 5 days in advance.**

**POSITIVE COMMITTEE**



**Philadelphia EMA HIV Integrated Planning Council**

**Positive Committee**

**Meeting Minutes of**

**Monday, October 07, 2019**

**12:00 p.m. – 2:00 p.m.**

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

**Present:** PH (12), NJ (3)

**Staff:** Nicole Johns, Sofia Moletteri

**Call to Order/Introductions:**

K. Carter called the meeting to order at 12:05 PM.

K. Carter first announced that it was the last day to register to vote. T.B. mentioned that his registration status was unclear. N. Johns reminded everyone that they can check their registration status online.

K. Carter asked everyone to introduce themselves with their name, pronouns, and their favorite TV series.

**Approval of Agenda:**

K. Carter presented the October 2019 Meeting Agenda for approval. **Motion:** K.M. moved and M.C. seconded to approve the agenda. **Motion passed:** All in favor.

**Approval of Minutes:**

K. Carter presented the meeting minutes from the August 2019 meeting for approval. **Motion:** J.W. moved and D.G. seconded to approve the meeting minutes. **Motion passed:** All in favor.

**Report of Chair:**

None.

**Report of Staff:**

None.

**Action Item:**

**—Co-Chair Elections—**

N. Johns announced that K. Carter's 2 year term was over. The second co-chair, J. Murdock, still had one other year. She explained that the committee alternates terms so that both co-chairs do not have to leave at the same time. She said there needs to be nominations to either reelect K. Carter or vote in another member.

K. Carter explained that the committee needs a co-chair that can attend all of the meetings and ensure involvement in and commitment to the committee and the Planning Council. He mentioned that the committee could also vote on a co-chair elect. K. Carter emphasized how this would be an excellent opportunity for people to become leaders. The idea would involve one person serving as co-chair elect for one year and as co-chair the next.

G.B. nominated herself. D.G. nominated K.M. and K.M. accepted. J.W. nominated K. Carter for reelection. K. Carter accepted.

N. Johns let the committee know that they could nominate two people for positions of co-chair and co-chair elect. Co-chair elect would not be an official co-chair—instead, they would act as a mentee for a year.

J.W. nominated S.T., and S.T. declined. J.W. nominated D.G., and D.G. declined, explaining that he already held a co-chair position in another committee. M.C. nominated R.B., and R.B. declined. J.W. nominated herself.

K. Carter asked for any other nominations, and the committee had no other nominations. K. Carter closed the nominations.

N. Johns inquired about how the committee wanted to structure the chair and co-chair elect positions. There were four people in the running and two spots to fill. N. Johns asked if everyone wanted to pick the two individuals who had the most votes, and then hold a conversation about who wants which role. The committee agreed that this would be the best method.

N. Johns said the committee would vote by ballots. M.C. asked about the anonymity of the ballots, and N. Johns confirmed that it would be anonymous.

K. Carter noted that the role of co-chair required attendance of HIPC *and* Positive Committee meetings. At least one chair needs to be at HIPC meetings to report to the full council. N. Johns added that the co-chair also needs to attend Executive Committee meetings. She explained that the Executive Committee meets quarterly and consists of all committee co-chairs.

K. Carter explained that his term is up, so a co-chair elect would help. Due to other obligations, the Positive Committee's other co-chair is often unavailable. N. Johns said that even with co-chair elect, J. Murdock would still maintain her role as co-chair. She continued that when J. Murdock's term is over, the committee would elect another co-chair elect. This way, more committee members would have a chance to get involved.

N. Johns and K. Carter agreed to begin the vote. N. Johns wrote the candidates on the board—J.W., G.B., K.M., and K. Carter. N. Johns asked everyone to write two names down on the ballots K. Carter was handing out.

The group voted and then broke for lunch while the ballots were tabulated.

K. Carter reminded everybody that ACT UP (AIDS Coalition to Unleash Power) would be taking a 6AM bus to protest against discrimination the next day, October 8, 2019. There was confusion among the group as to whether there were spots left on the bus. N. Johns said that people who are interested and not already signed up should contact ACT UP.

Returning to the ballots, N. Johns announced that all of the votes were close, but the person with the top number of votes was K.M.. Following K.M., there was a tie between G.B. and K. Carter. Therefore, there would be another vote between the two individuals. N. Johns asked G.B. and K. Carter to step out of the room so that everyone could vote anonymously and by hand.

Once the two tied candidates left the room, N. Johns called for a vote to determine who would get the second spot for the co-chair position.

G.B. receive 5 votes, and K. Carter received 8. K. Carter and G.B. reentered the room, and K. Carter announced that he would be withdrawing his name for re-election. K. Carter explained that this meant that G.B. and K.M. would hold positions of co-chair and co-chair elect. He felt as if his term was up, and he wanted to pass on the torch.

The group congratulated K.M. and G.B. for their new positions as co-chair and co-chair elect.

—*Meaningful Involvement of PLWH (finalize recommendations)*—

K. Carter suggested tabling this part of the agenda. The group agreed.

**Discussion Item:**

—*Positive Committee Code of Conduct*—

N. Johns reminded the committee that at their last meeting, she distributed a handout with the old code of conduct. However, she explained, those were old and created by different members. She suggested that all of the current members update the code of conduct.

K. Carter remarked on how last month, the committee emphasized the idea of respect. Along the lines of respect, he mentioned the tardiness is a disrespecting someone else's time. People should not arrive past 12:30 PM, so he thought it best that they could not sign in after that time. He said that members should let others — especially the office — know if they are going to be late.

N. Johns said that this was office policy, and they do not administer transportation reimbursements to people who come in a half an hour late. N. Johns mentioned how those running late can even call the day of to let the office know. She recommended talking in person to someone at the office instead of sending a "messenger."

N. Johns suggested everybody brainstorm about Code of Conduct ideas. She would write them down on the whiteboard.

J.W. commented on how not talking out of turn would be an important part of the new code of conduct. D.G. mentioned silencing phones and no sidebar conversations. If there is an extremely pressing conversation to be had on the phone or with another member, members should leave the room to speak. S.B. mentioned the confidentiality as a significant part of the Code of Conduct. S.T. emphasized that every conversation that happens in the room should stay there.

G.T. said that raising your hand and waiting your turn is important to orderly conversation. N. Johns agreed but suggested that speaking out is sometimes important if you have had your hand up for a while. The layout of the room sometimes makes it difficult to see who has their hand up.

S.T. suggested the phrase "don't yuck my yum." She explained its meaning: if you don't agree with something I agree with, don't put me down because of my opinions or experiences. S.B. agreed, adding that if there is nothing nice to say, leaving it unsaid may be best.

D.G. mentioned use of respectful, “inside voices” is also important. G.T. suggested the idea of staying on topic. S.B. said that people should be mindful of physical boundaries. J.W. added that out of respect, members should be required to apologize after making a mistake or violating a rule. To continue the theme of respect, S.B. added that members must be mindful of others and the effect of their words. She said that this includes being mindful of triggering language or tone.

N. Johns mentioned the existing office policy that prohibits use of insults/slurs/foul language. K. Carter suggested making it a rule to share pronouns and ask about pronouns if you do not know.

K. Carter asked the group about what they should do when a member persistent in their bad behavior. How would the group determine that they have broken the rules? N. Johns suggested that the group point to the rules the member is violating.

K.M. suggested use of two warnings. G.T. said that quieting the person down and letting them know of the rules they are violating is an important first warning. She continued to say that if they do not listen, they can move to a second warning. S.T. suggested that the committee reviews the Code of Conduct at the beginning of meetings. This way, members will be reminded of expected conduct.

D.G. suggested making a copy of the Code of Conduct sheet so people can physically have the rules. K. Carter agreed but suggested that the committee use the projector to display the rules so that people can see them during the meeting and co-chairs can easily review them in the beginning. The group agreed that this would be sensible.

K.M. said that the second warning should involve letting the member know they would be asked to leave if they continue to violate the rules. K. Carter emphasized the need for professionalism and how the Code of Conduct could be a guide.

N. Johns acknowledged that the rules can be built upon. N. Johns said there would be a slide and a handout with all of the rules consolidated.

D.G. said that people should not come in to meetings under the influence. N. Johns said that if someone attends a meeting under the influence and follows the rules, it is not considered disruptive. Thus, it might be none of the committee’s business. J.W. agreed, and said if the member is acting in compliance with the rules, members should not bother them. K.M. said that it’s important to be accepting and open so that people in the community feel comfortable participating.

N. Johns reiterated what the committee said. First, the co-chairs would give two, respectful verbal warnings. The co-chairs would attempt to deescalate the situation and let the person in violation review the rules and which ones they were violating. N. Johns mentioned how staff would only intervene if the situation becomes unsafe or if asked to do so by the committee.

—*December Evening Meeting*—

N. Johns inquired about everyone’s thoughts regarding evening meetings. S.T. said that it was getting dark early in the evening, so she suggested a bit earlier. K. Carter reminded everyone that the purpose of the evening meetings is because people don’t get off work until 4:30/5 PM. K. Carter said that quarterly evening meetings should become consistent so that people get used to it being on the schedule.

N. Johns said that December 10<sup>th</sup> would be the next scheduled evening meeting. She asked if everyone was okay with that date, and most agreed that they were free. N. Johns said the evening meeting would be 6-8PM.

G.T. emphasized how the meeting was for people who work in the daytime and cannot make it to regular meetings. Thus, if people from the regular time cannot make it, that is okay since evening meetings are only a quarterly compromise. N. Johns expressed the importance of the meetings, saying that there is now a new HIPC member due to the evening meetings.

N. Johns explained that it is up to the committee for outreach and flyer distribution. The committee must ensure they are engaging people. N. Johns said that she will make a flyer as soon as possible for the evening meeting so that the positive committee can distribute them. She would put them in the office as soon as they were created.

N. Johns asked what the group wanted to focus on during the evening meeting. M.C. suggested doing something with the youth and possibly PrEP. N. Johns asked what the PrEP presentation would entail.

K. Carter mentioned new guidelines for PrEP. D.G. agreed and said there is another pill that can be taken for PrEP that has less side effects. K. Carter recommended that a presenter discuss the differences between the newly approved Descovy and Truvada. He said it could be a way to inform PrEP users, since some medical professionals may not be mentioning Descovy.

M.C. said that he knew of someone from the Mazzoni Center that could discuss PrEP. K. Carter also suggested talking about the EHE (Ending the HIV Epidemic plan). He said that someone from the office/AACO could talk about it and how it differs from Ryan White.

N. Johns said that if the committee was inviting youth to come, a presentation on EHE would be interesting as well. N. Johns considered the difficulty of getting youth to attend. She emphasized the importance of outreach, explaining that the committee members needed to do their part to ensure youth attend.

G.T. asked about location of youth shelters. T.B. said that he knew of one in Kensington for young men and transgender individuals. N. Johns said that sending flyers to shelters may not necessarily get people to the meeting, so there needs to be more footwork and conversation.

N. Johns said that a lot of youth are likely familiar with PrEP, since Gilead and the city are heavily advertising PrEP. G.T. mentioned how advertisements just recently started mentioning side effects, so people may still be misinformed about some PrEP information.

K. Carter asked the group if they ever open the package insert on medication that lists the side effects. He encouraged everyone to do this and to talk to their doctor or pharmacist about any additional questions. He noted that when people have side effects, they need to chart and report them so that the FDA can document it to further understand the medicine. K. Carter explained how it is also a good way to educate yourself and keep track of what's going on medically.

G.T. agreed but mentioned how charting side effects may be an issue since some already have them or have had them long-term anyways. In these scenarios, it would be hard to track them.

N. Johns recounted what the group wanted to discuss. She mentioned that they wanted to discuss PrEP with youth as well as EHE and the new grants. She asked if anyone else had topic ideas for the evening meeting.

M.C. mentioned that the Septa cards sent by Logisticare were sometimes not working. N. Johns responded that clients need to call and complain if there are transportation issues. Otherwise, transportation providers will not know that there is an issue. K. Carter said that clients facing difficulty should get in touch with their case manager and document the bus number, bus driver, and the card number that got declined. He added that the AACO helpline also reports complaints.

N. Johns asked everybody to mark their calendars for the December 10<sup>th</sup> evening meeting from 6 – 8 PM. She also noted that the committee would meeting again on the first Monday of November (November 4<sup>th</sup>) because the office was closed on the second Monday for Veterans Day.

**Old Business:**

None

**New Business:**

None

**Announcements:**

M.C. announced that October 15<sup>th</sup> would be National Latinx AIDS Awareness Day. Congreso and other organizations were involved, and there would be free HIV testing.

D.G. said December 6<sup>th</sup>, Friday night, University of Penn's Center for AIDS Research would be holding the Red Ribbon Awards at 5 PM. The awards were free and would honor Sister Byrne and recognize Tiffany Dominique for her community work. There would be seven awards in total.

**Adjournment:**

K. Carter called for adjournment of the October Positive Committee meeting. **Motion: J.W. moved and G.T. seconded to adjourn. Motion passed: All in favor.** The meeting was adjourned at 1:42 PM.

Respectfully submitted,

Sofia Moletteri

**Handouts distributed at the meeting:**

- October 2019 Positive Committee Meeting Agenda
- Positive Committee Meeting Minutes from August 12, 2019
- October/November HIPC 2019 Calendar



Action Steps for Meaningful Involvement of People Living with AIDS/HIV  
From August 2019

Ways to increase meaningful involvement

- create a survey for times and dates for all meetings
- hold group calls at least twice a week
- translate documents for Positive Committee into Spanish,
- provide sign language interpretation if needed
- find opportunities for people to mentor others in the community
- provide flyers in Spanish

Organizations and groups for outreach:

- School for the Deaf
- Critical Path Learning Center for people looking for mentorship.
- Esperanza, Congreso de Latinos Unidos, and ACT UP could all help with outreach to Spanish-speaking communities.
- New Jersey and the PA Suburban Counties, including phone calls, emails, and flyers about webinars and meetings that people can call into.
- family planning providers
- public libraries
- nursing homes
- Narcotics Anonymous and Alcoholics Anonymous.
- balls
- testing sites

Next steps:

- create a list of events and assign events/groups for outreach


**What are other ways to increase meaningful involvement of a diverse group of people living with HIV and those communities most impacted by HIV?**

- 1.
- 2.
- 3.

**What communities should be prioritized in our outreach activities?**

- 1.
- 2.
- 3.





# Positive Committee Ground rules

- Arrive by 12:30 or call to let us know you are running late
- Silence your phone and take phone calls in the lobby or hallway
- No side conversations or cross talk
- Wait to be acknowledged by the Co-Chairs/Speaker before speaking so everyone can hear you
- What is said here, stays here. Confidentiality!
- Respect others' boundaries and personal space
- Stay on topic
- Speak respectfully – including your volume, tone and word choice.
- If anyone violates these rules:
  - First warning with a reminder of the rules
  - Second warning with a reminder that they will be asked to leave
  - If a third violation happens, the individual will be asked to leave the meeting

