HIV Integrated Planning Council
Executive Committee
Thursday, August 15, 2019
12:00 – 2:00 p.m.
Office of HIV Planning, 340 N. 12th Street, Suite 320, Philadelphia, PA 19107

Present: Keith Carter, Lupe Diaz, Alan Edelstein, David Gana, Lorett Matus, Clint Steib

Absent: Jeanette Murdock, Gail Thomas

Excused: Michael Cappuccilli, Sharee Heaven, Sam Romero

Call to order:
A. Edelstein called the meeting to order at 12:15 p.m.

Welcome/Introductions:
None were offered.

Approval of the Agenda:
A. Edelstein asked for an approval of the agenda. **Motion**: L. Diaz moved, L. Matus seconded to approve the agenda as presented. **Motion passed**: All in favor.

Approval of the Minutes:
A. Edelstein called for an approval of the minutes from the May 22, 2019 meeting. **Motion**: L. Diaz moved, L. Matus seconded the meeting minutes as presented. **Motion passed**: all in favor.

Report of Staff:
No report.

Discussion Items:
Policies and Procedures Regarding Research
B. Morgan reminded the group that at their May meeting the group discussed having a policy for when HIPC is approached to participate in research. This was due to a proposal received in April that had to be refused because there wasn't time to present to the council. B. Morgan reminded the group that they had decided to authorize the HIPC Co-Chairs to make that decision in time-limited situations, following a procedure to be determined. She explained there was a draft policy based on that discussion in the handouts and asked the committee to review it for further discussion.

A. Edelstein asked what a "letter of acknowledgement" is. M. Ross-Russell explained that this is in lieu of a letter of support, to say that the council is aware of a proposed project an organization is planning. This was changed from when HIPC would make letters of support years ago because the council was not always informed adequately and would not have that organization participation on the council. A. Edelstein noted that language should be changed to "current best practices" in reference in the Basic Criteria for Research Projects. A. Edelstein noted that there should be safeguards for community members and consumers. He noted particularly in terms of recruitment of subjects. M. Ross-Russell explained that some researchers have contacted the OHP staff about recruitment of participants that appeared to not be in the best interests of the HIPC or the community members and those requests have been refused. L. Diaz noted that disclosure is up to the individuals and they shouldn't be pressured to participate or disclose. M.

Ross-Russell noted that research projects have been announced at meetings but recruitment does not happen through the council. She elaborated that opportunities are presented to the Positive Committee, when appropriate, for them to decide. B. Morgan asked if there should be a sentence inserted about the HIPC not recruiting participants for outside research projects. The group affirmed.

L. Matus asked if they should discuss anything about compensation or incentives. M. Ross-Russell explained that doesn't need to be included because that would be on the researcher's responsibility and not the purview of the Council.

A. Edelstein called for a motion: L. Diaz moved, L. Matus seconded – to bring the Research Approval Process as amended to HIPC for approval. **Motion passed**: All in favor.

C. Steib asked if it would be helpful to have a presentation on the ethics of research of human subjects for the Council. The group agreed.

Remote Meeting Participation
B. Morgan reminded the group that they had discussed HIPC members attending committee meetings via conference or video call. She explained that the HIPC members have the ability to participate remotely, but it hasn't been requested often. The HIPC decided to treat the remote attendance as an "excused absence". She observed that there wasn't an incentive to attend remotely considering the attendance wasn't counted. A. Edelstein asked if the committee would like to consider another policy for calling into meetings like limiting the number of meetings and counting a call-in as being presented. B. Morgan explained that other EMA's don't really have these procedures codified for these types of policies. B. Morgan noted that attendance for committee meetings is a perennial challenge. M. Ross-Russell noted that some meeting's agendas don't really allow for remote attendance. A. Edelstein noted that there is a need for policy that makes it clear which meetings would be eligible. The group discussed different options/scenarios of meeting agendas. C. Steib noted that callers can express their opinions even if it isn't counted as a vote.

B. Morgan directed the group to bylaws about quorum for HIPC. She noted that absentee and proxy votes were not allowed currently, so there would need to be changes to capture voting by remote attendance. C. Steib asked if committees could table votes that come up until the next meeting when they happen. B. Morgan noted that the votes that are central to HIPC business are usually known well ahead of time. M. Ross-Russell agreed that there rarely any issues that are time sensitive in committees that are integral to Planning Council responsibilities. M. Ross-Russell noted that the HIPC can always address the action item at its next meeting.

B. Morgan asked the committee if they wanted OHP staff to notify committee members that calling in is an option for certain meetings where appropriate. A. Edelstein said that the policy could be that a member can call in but will not be able vote on action items, so members will know when they make the decision about attending remotely. He added this will keep the policy neutral and straightforward. M. Ross-Russell said that there should be a limit to the number of times. B. Morgan suggested not writing a full policy yet, try something out to see what works, and then write a policy. L. Diaz explained that the Nominations Committee kicked it to the Executive Committee because they wanted to have the trial run before any decision was made. N. Johns noted that the trial could start with certain committees where it makes the most sense or is most needed. L. Diaz noted Nominations Committee questioned whether people aren't doing it because they don't know or because they don't need the accommodation.

M. Ross-Russell suggested surveying planning council members about specific choices around these kinds of policies and restrictions – which will give some idea of need and opinion of these policies. She noted that some people don't participate because they can't and others do not because it isn't important to them. She noted that this could be available to members in good standing for Planning Council attendance, especially for people who have asked for accommodation.

A. Edelstein asked for the definition of "a member in good standing". B. Morgan noted that it means not in violation of the HIPC's attendance policy. She explained that a member is in violation if they miss 3 consecutive meetings unexcused or have a total of 5 absences in a planning year. L. Matus noted that the technology should be used to allow for more participation. She added that people who call should be included in voting and it should be ensured that people can truly participate. She explained she saw it as an opportunity to increase participation and will make it more possible for people to join the council. A. Edelstein asked if participants via phone were counted as present. B. Morgan noted that the decision by Nominations Committee was that it would be an excused absence when someone called in. She explained that the thinking at the time was concern about people only participating via phone in committee. M. Ross-Russell noted that council and Positive Committee will not be eligible for calling in. She suggested that the limit would be 2 meetings per planning year which runs in September to August. M. Ross-Russell noted most committees meet between 7-10 times a year. The group agreed that there would have to be adequate notice to make sure the handouts and call in information to the person ahead of time to participate. The group agreed that a member who wanted to call in had to notify the staff of OHP by close of business the previous day.

B. Morgan reviewed that a member could call in twice a year per committee to count as present. The group noted that this cumbersome to monitor and keep track of who is in good standing. The group talked about how will this be monitored and noted it will be difficult. Different scenarios were discussed. M. Ross-Russell noted that in general there are 20-30 HIPC members regularly attend meetings. She noted attendance is an issue in Comprehensive Planning and Prevention. She noted that there are members who only attend planning council meetings and do not attend committees at all. The group discussed that there are medical leaves of absence and other leaves of absence are available for members for 90 days.

L. Matus asked if there could be a regular announcement about attendance rules and responsibilities. A. Edelstein noted that a description of members' responsibilities could be succinctly stated should be posted in conference room. B. Morgan noted that staff could review attendance policy at HIPC meeting. C. Steib asked if the co-chairs could recommend members should review the bylaws. B. Morgan noted that reviewing the attendance policies will help people understand the flexibility. The group agreed to have the highlights of attendance policy in the room. L. Matus suggested different parts of the bylaws are written on a slide projected before meetings.

Motion: L. Matus moved, L. Diaz seconded that 6 months pilot of remote participation for 1 call in per committee, except Positive Committee meetings and Nominations application review panels to start September 1, 2019. The first call will be noted as present and further will be recorded as an excused absence. Motion passed: 5 all in favor, 0 opposed, 1 abstention.

Meeting Times
B. Morgan reminded the group that OHP has surveyed community members about when they would be

available for attending events and meetings. Group discussed when evening meetings would be from 6 to 8pm on a quarterly basis. The group discussed when to have the first evening meeting. L. Matus noted that March or April would be a good time for this meeting.

Motion: L. Matus moved, D. Gana seconded for the second Thursday of March 12, 2020 6:00 – 8:00 p.m. as pilot for evening HIPC meetings. All in favor: 5, 1 abstention.

Code of Conduct
B. Morgan noted that this was about conflicts in committee meetings. She directed the group to the Code of Conduct from the bylaws. She noted that "out of order" is not defined in the bylaws. A. Edelstein explained that "out of order" is referring to Robert's Rules. B. Morgan explained that the HIPC follows a very loose version of Roberts' Rules. B. Morgan explained that "out of order" literally means a person is speaking out of turn. She noted according to the bylaws, a person can be called out of order by a co-chair but nothing about if a co-chair is disruptive or out of order. There are no formal rules of respectful engagement. A. Edelstein asked if other councils have code of conducts. B. Morgan explained that in the research she has done there was a lot of variety in Planning Council bylaws. She said she could look for relevant examples to share with the committee. A. Edelstein asked if there should be a code of conduct for members or all people who attend meetings.

K. Carter asked about Public Comment in committees. N. Johns noted that the process for public comment is detailed in the bylaws. K. Carter noted that all committee co-chairs should be familiar with the bylaws so that the policies and rules are followed. B. Morgan said that she will email the bylaws to the committees. The group agreed that this should be decided before the HRSA site visit in the spring. The committee agreed to review bylaws and email any questions or comments to B. Morgan.

Old Business:
None.

New Business:
None.

Announcements
The committee noted their next meeting would be November 21st from 12 to 2 p.m.

Adjournment
The meeting adjourned by general consensus at 1:58 p.m.

Respectfully submitted,
Nicole Johns, OHP staff

Handouts distributed at the meeting:
- Meeting agenda
- Meeting minutes for May 22, 2019
- Proposed Research Approval Process
- Article VI: Code of Conduct from HIPC Bylaws
- OHP meeting calendar