

**Philadelphia EMA HIV Integrated Planning Council**  
**Positive Committee**  
**Meeting Minutes of**  
**Monday, November 04, 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 (6), NJ (3)

**Staff:** Nicole Johns, Sofia Moletteri

**Call to Order/Introductions:**

D.G. called the meeting to order at 12:05 PM. He asked for a moment of silence for a fellow Positive Committee member in the hospital.

**Approval of Agenda:**

D.G. presented the meeting agenda for approval. **Motion:** J.W. moved and S.B. seconded to approve the agenda. **Motion passed:** All in favor.

**Approval of Minutes:**

D.G. presented the meeting minutes from the October 2019 meeting for approval. **Motion:** G.T. moved and S.T. seconded to approve the October meeting minutes. **Motion passed:** All in favor.

**Report of Chair:**

No report.

**Report of Staff:**

—*Committee Logos*—

S. Moletteri explained that she created three logos as a starting point for a new Committee Logo. None of the logos were final, and the committee can make any changes or offer up completely different ideas. N. Johns added that they would not officially vote on the new logo yet. The group looked at the three options and collectively chose the second logo as their favorite. This logo had the HIPC acronym and Positive Committee name with the image of two hands holding each other. N. Johns said the hands were blue and orange to represent office colors, but could be changed.

D.G. suggested changing the blue border and background to lavender. N. Johns asked if the HIPC should be in the border or if it should be spelled out. D.G. and G.T. agreed that the acronym was best, because it prompted people to ask about its meaning.

N. Johns asked if anyone liked one of the others better. The group responded that they did not. S.B. specified that the second logo more closely matched the purpose behind Positive Committee. The logo represented support and unity.

Since there were not many in attendance, R.B. asked if the logos would be shown to the whole committee at a later date. N. Johns responded that they would. D.G. said he liked the unicorn logo, but the logo may quickly tire out. G.T. agreed and emphasized the fact that the logos should center around community.

N. Johns clarified that the group liked it but wanted to change the colors from blue to lavender. The group agreed that this is what they had decided.

N. Johns asked everyone to bring any logo ideas to the next meeting. S. Moletteri commented that if anyone should have any ideas, email her at [sofia@hivphilly.org](mailto:sofia@hivphilly.org).

**Action Item:**

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

N. Johns recommended that they would table the Meaningful Involvement of People Living with AIDS/HIV action item, because there were not enough people at the meeting. She mentioned that they would not take action on this item until January, since the December meeting would be an evening meeting. She suggested that everyone take home and brainstorm on the Meaningful Involvement handout for the January meeting.

**Discussion Item:**

—*Positive Committee Ground Rules*—

D.G. announced that the committee would now discuss the ground rules that were established at the previous meeting. N. Johns reviewed all of the ground rules established by the Positive Committee, explaining that she condensed what people had said in the last meeting. She asked everyone if they had any changes. The group agreed to table until January.

G.T. noted that the OHP phone number should be listed with the first rule which mandates that members call if they are going to be late. N. Johns agreed, and responded that it would be amended.

D.G. asked if they should add that if someone arrives after 12:30 PM, they cannot receive transportation reimbursement. N. Johns responded that the rule may not always be finite depending on the circumstance. G.T. suggested changing “word choice” to “choice of words” in the eighth rule.

M.C. commented how some individuals who attend meetings may be going through a lot when they come into the Positive Committee space. Thus, when someone goes off topic, everyone should direct them back to the topic in a respectful, gentle, and kind manner. N. Johns suggested that at the end of the meetings, the committee could have an open forum so that unrelated topics could be addressed then. This could be added to the agenda.

N. Johns explained that the rules would be projected in the front of the room for the beginning of each meeting. The co-chairs would also read them at the start of each meeting. G.T. suggested putting a poster up with the rules so they could always be referenced.

G.T. commented that the second warning should involve asking the violator to leave, but N. Johns responded that the committee decided last meeting that the second is simply a warning of consequences. N. Johns mentioned M.C.'s comment regarding people having a lot happening in their personal lives. Thus, she believed it was best to give everyone this second chance in the instance of a rule violation.

D.G. and G.T. suggested bolding the "stay on topic" portion of the ground rules. D.G. also mentioned that individuals should be reminded to sign in and grab the handouts in the front. N. Johns agreed that this was important and said that she would replace "arrive" with "sign in" in the first rule.

N. Johns commented on how people are very rarely asked leave meetings. People are usually respectful of the rules.

**—December Evening Meeting—**

N. Johns mentioned the sign-up sheet that was passed around for the Positive Committee December evening meeting. It was not mandatory to RSVP but it was preferable so the office could prepare. The office would be getting pizza for the meeting. She reminded everyone that it would take place on Tuesday, December 10<sup>th</sup> from 6 PM – 8 PM. She said the exact meeting agenda was still being sorted, but someone from the Health Department would present on the different grants for EHE (Ending the HIV Epidemic).

N. Johns emphasized the importance of as many people attending as possible due to the importance and impact of EHE. There would be information provided as well as a follow-up discussion. N. Johns mentioned that she would create a Facebook event very soon. She suggested that some Positive Committee members volunteer to arrive early and greet any newcomers.

N. Johns explained that it was the committee's job to do outreach and get others to attend the meetings. She pointed out that there were flyers for the event at the front of the room. She added that personal invitations are much more impactful than mail or Facebook invite in regards to outreach. N. Johns said that the Health Department (AACO) would likely share information about the event with their connections. OHP would also share the event.

G.T. asked about Spanish interpretation for the meeting. N. Johns said that the office would need to know a week in advance if someone needed that service in order to contract with an interpreter. M.C. asked about the Facebook invitations, and N. Johns responded that it only directly reaches those who follow the Office of HIV Planning's page.

N. Johns said the conversation for the evening meeting would involve Philadelphia since EHE is just Philadelphia-based. However, she encouraged everyone to go, because there would likely be more plans based off of the successes of EHE. N. Johns mentioned how the plans involved topics for which the committee had been advocating.

**Old Business:**

None.

**New Business:**

None.

**Announcements:**

M.C. announce that November would be Diabetes Awareness Month.

D.G. announced that there was a flyer for the December 6<sup>th</sup> Red Ribbon Awards in the conference room. The awards would be held at the school district on Broad Street from 5 PM – 7 PM. Award recipients would include Action Wellness, Tiffany Dominique for community involvement, and Sister Bernadette for faith work, as well as many others. He explained that there was no RSVP and the event was free.

G.T. announced that on Thursday, November 7<sup>th</sup>, NATAP would hold its annual HIV/HCV training about sustaining healthy living with HIV/HCV therapies. The training would take place at 3417 Spruce Street, and there would be a lecture from 10:00 AM – 1:30 PM.

D.G. announced that there was another workshop from 8 AM – 4 PM regarding HIV and Mental Health. The workshop, called Connecting the Dots, was primarily for mental health case managers, but anyone can and should still go. The registration was filling up quickly and would take place at 801 Market Street on the 11<sup>th</sup> floor.

D.G. announced that the Finance Committee was meeting on Thursday, November 7<sup>th</sup>. N. Johns announced that the Planning Council was meeting the following Thursday, November 14<sup>th</sup>, at 2 PM.

**Adjournment:**

D.G. called for adjournment. **Motion:** J.W. moved, and G.T. seconded to adjourn the November 2019 Positive Committee meeting. **Motion passed:** All in favor. The meeting was adjourned by general consensus at 1:02 PM.

Respectfully submitted,

Sofia Moletteri

**Handouts distributed at the meeting:**

- November 2019 Positive Committee Agenda
- October 2019 Positive Committee Meeting Minutes
- Action Steps for Meaningful Involvement of PLWHA
- Positive Committee Ground Rules