

# MEETING AGENDA

*Tuesday, November 10, 2020  
12:00 – 2:00 p.m.*

- ❖ Call to Order
- ❖ Welcome and Introductions
- ❖ Approval of Agenda
- ❖ Approval of Minutes (*September 01, 2020*)
- ❖ Report of Staff
- ❖ Discussion Items:
  - Committee Structure & Focus
  - Presentation of HIPC
  - Increasing Meeting Engagement
  - Agenda Structure
  - HIPC Webinar
- ❖ Old Business
- ❖ New Business
- ❖ Announcements
- ❖ Adjournment

EXECUTIVE COMMITTEE

**Please contact the office at least 5 days in advance if you require special assistance.**

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**Philadelphia HIV Integrated Planning Council**  
**Executive Committee**  
**Meeting Minutes of**  
**Tuesday, September 1, 2020**  
**2:00-4:00p.m.**

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

**Present:** Alan Edelstein, Clint Steib, Coleman Terrell, Dave Gana, Gracie Borns, Gus Grannan, Loretta Matus, Lupe Diaz, Sam Romero, Sharee Heaven

**Staff:** Beth Celeste, Debbie Law, Mari Ross-Russell, Nicole Johns, Sofia Moletteri

**Call to Order/Introductions:** L. Diaz offered to chair the meeting and called the meeting to order at 2:04 p.m. She asked everyone to say hello and introduce themselves.

**Approval of Agenda:** L. Diaz presented the September 2020 Executive Committee agenda for approval. **Motion:** L. Matus motioned, C. Steib seconded to approve the September 2020 agenda. **Motion passed:** All in favor.

**Approval of Minutes (June 02, 2020):** S. Heaven presented the previous meeting's minutes for approval. **Motion:** G. Grannan motioned, C. Steib seconded to approve the September 2020 meeting minutes. **Motion passed:** All in favor.

**Report of Staff:**

None.

**Discussion Items:**

—*Attendance and Bylaws*—

M. Ross-Russell explained that OHP reviewed the bylaws for specific language regarding attendance. Before COVID-19 put a pause on in-person meetings, the Nominations and Executive Committees were discussing attendance. Virtual meetings would be necessary for an undetermined amount of time, so she suggested having a conversation about attendance under virtual circumstances. She asked that Executive Committee members provide feedback to decide next steps or voice concerns. M. Ross-Russell said the committee could alter attendance and requirements/restrictions because of the virtual setting or continue with attendance rules as is. She noted that staying in contact with some members was proving to be a challenge.

G. Grannan said taking attendance should not be an issue, but he was worried about people having adequate access to telecommunication. He noted that there were members of the larger Council who used to attend every meeting but have not attended any virtual meetings. He suggested not terminating memberships due to unexcused absences. Instead, they should discuss ways to support people who need technological assistance. He added that even if people have phones, they may not have enough data. M. Ross-Russell explained that you can also call in for Zoom meetings, and many may not know this. She added that OHP staff was also considering asking Executive Committee and HIPC members to reach out to members to ask how they are doing.

L. Diaz suggested that they suspend the rules for attendance violations. She added that even when HIPC starts meeting face-to-face again, members still may not attend as a precaution. She recalled HIPC's call-in rule (members are able to call into meetings, but they cannot vote, nor does it count towards attendance), explaining that they may have to change this as well. C. Steib asked if face-to-face would still offer a remote option. M. Ross-Russell said OHP acknowledged that there were attendance requirements that may no longer be applicable, so it is up to Executive Committee to alter or change any requirements they see fit.

D. Gana mentioned how OHP usually supplies transportation for those who need it. He asked if instead, since transportation was not needed at the moment, OHP could provide minutes/data for devices. M. Ross-Russell said that she could look into this. N. Johns said if they did this, it would be on a case-by-case basis. She also added that the bylaws have blanket-attendance language, meaning it does not specify whether or not the meetings can be virtual. Therefore, they would not have to change the bylaws. She noted that attendance is in bylaws, but they can also choose to change the bylaws.

C. Terrell said he did not foresee the virtual nature of meetings changing soon, especially for the Planning Council. He explained that virtual meetings may continue to take place for 6-9 months. He suggested looking at various options to assist people with participate may be the best way to get and keep people involved. C. Steib asked about creating a survey to outline any technological issues and barriers people may be encountering. They could create a pool of people who need assistance. N. Johns agreed that this would be helpful, but noted that it would be difficult to survey people who need help with technological aspects, since these are likely the individuals who have lost contact with the Council. C. Steib asked if they could reach them by phone. N. Johns said the office was working on contacting members by phone, and they are also asking other members to use their social networks to reach out. N. Johns said she would also forward her office phone to her cell. She added that many people may not see HIPC as a priority right now and may be taking care of children/grandchildren. She added that D. Law put post-it notes and pens on the OHP door so people could leave a note if they stopped by the office.

S. Moletteri said that she had a list of members who the Council has lost contact with. For confidentiality purposes, she asked how the Executive Committee wanted to go about contacting each person. L. Diaz said that Nominations Committee could contact people. She asked that they distribute the names to Nominations Committee. S. Heaven said that this made sense since this is typically one of Nominations Committee's roles. She also noted that people who have filled out personal contact information may have changed it or they may have limited availability to attend meetings now. Many people's situations have likely changed. M. Ross-Russell agreed, noting that people may have been employed at the beginning of the pandemic and are no longer.

M. Ross-Russell noted that social isolation can negatively impact mental health. She explained that first and foremost, OHP has discussed checking in on members to make sure they are okay. Only then will they focus on trying to figure out how they can make this process easier for their members. She said she would look into getting access to phonecards just as D. Gana suggested.

S. Romero said that Nominations Committee often deals with reaching out to members, but this is a bit sensitive duty due to the pandemic. He wondered if it was appropriate to reach out to people about the Council if he or other members of Nominations Committee did not know them well. He said that with some members, it may make more sense to ask other members of the Council with better rapport to reach out. D. Law said that last time the Nominations Committee reached out to members,

it was a list of about 5-6 people and she helped out with calling, herself. Last time, they assigned calls based on who knew who personally first. L. Diaz agreed and noted that if no one had a relationship with them in Nominations Committee, D. Law would usually take the call.

L. Matus asked if OHP had the numbers for all members. D. Law said that OHP has access to the information members submitted in their application—because of this, sometimes there is no way of contacting members because of disconnected phones or deactivated emails. L. Matus asked what members would say when reaching out to members about tackling any barriers. D. Law said that they should first reach out to them to check if they are okay. Only then should they ask for feedback to see what assistance they may need from HIPC. Based on the feedback, L. Matus said they could then tailor the assistance case-by-case.

M. Ross-Russell suggested also letting people know they can attend meetings without the Zoom app and just by calling in. They could distribute this message through Newsletters and social media. They could also include a memo that asks members to call N. Johns at the office to let the office know they are okay and to figure out next steps in their participation. L. Matus asked if calling in will charge minutes on every platform. C. Steib said it would be important to consider what D. Gana said about the using phonecards in lieu of the transportation reimbursements the office previously supplied. M. Ross-Russell said that HIPC's function is to help reduce barriers which supports their ability to do to distribute phonecards.

L. Matus said that OHP should assemble a list of members not attending to distribute to Nominations. After that, they can figure out accessibility and how to combat barriers.

#### ***—Co-Chair Elections—***

M. Ross-Russell announced that L. Diaz's HIPC co-chair position is up, but L. Diaz said that she was willing to continue with her role as co-chair. M. Ross-Russell had not received any other nominations for co-chair. OHP announced elections at the last HIPC meeting. L. Diaz said the procedure was that elections are announced, 30 days are given until the election. N. Johns agreed, noting that the nominations process for co-chair wouldn't occur until the next HIPC meeting. The co-chair election, itself, would happen in October. L. Diaz asked S. Moletteri to send an email about co-chair elections, ensuring that people could get their nominations in. C. Steib asked if those who have finished their term as co-chair need to be re-nominated. A. Edelstein said that they can either nominate themselves or be nominated by another member. M. Ross-Russell explained nominations can also be made at the HIPC meeting before the election.

#### ***—Community Feedback for Involvement and Participation—***

N. Johns said the Executive Committee should also discuss ways to enhance people's participation. She suggested online trainings as HIPC orientation or even as a refresher for members. She noted the idea of doing a survey to gauge which ways people want to participate: e.g. Facebook Live, Zoom Townhalls, EHE-related events, etc. She asked everyone to think outside the box since virtual may be new territory.

L. Diaz said Zoom or Facebook Live are good options that people are familiar with and know how to use. D. Gana mentioned that J. Williams has hosted a series of conversations via Zoom about the EHE and has had success. He suggested asking J. Williams for tips. M. Ross-Russell said she would

follow up with J. Williams. She said that they could also put more information on the “Apply” page of the OHP website. This will give new members or interested individuals more information on HIPC involvement and roles/responsibilities. She mentioned that OHP also did this for the Allocations process and received positive feedback.

A more in-depth Apply page could also support orientation for Nominations. She asked if the Allocations page information was helpful, and if the Executive Committee thought a similar strategy would be helpful on the Application page. S. Heaven said that the Allocations page was extremely helpful to the whole process.

M. Ross-Russell said that putting information on the membership page would help people understand what it means to be a HIPC member. If people go through all of the information on the page, they could even set up Zoom calls with OHP or members with any questions if needed.

N. Johns asked if they wanted to do meet and greets or presentations to the public. C. Steib suggested a virtual Open House. C. Steib asked if J. Williams could include a slide at the end of his EHE presentation to help advertise an Open House. D. Gana noted that J. Williams redirects people to the hivphilly.org website to find the EHE subdomain. C. Steib said that since he already mentions hivphilly.org, he could include a slide with more OHP information. N. Johns noted that HIPC has great responses and turnout to the Open House after the Prevention Summit, since the timeframe between advertising and the actual event were so slim. The idea of working with J. Williams after an EHE presentation was a similar concept. D. Gana said that this would be especially beneficial to advertise at the EHE meeting for transgender individuals, since this is a population HIPC has had trouble reaching.

N. Johns asked when they should schedule the Open House. M. Ross-Russell said she could find out J. Williams’s schedule for upcoming virtual community meetings and build around that. D. Gana said that the next meetings coming up were from 5:30 – 7:00 p.m. this Thursday and next Thursday.

C. Steib asked about Prevention Committee meetings and what they should do moving forward, since there is work they need to be doing as well. He asked if other committees have been meeting, G. Grannan said that CPC has met. C. Steib asked how CPC is fairing, and G. Grannan said that OHP has been the ones coordinating the meetings—they have three meetings thus far. N. Johns suggested that Prevention Committee help monitor the Integrated Plan. They could divide Prevention and Care activities between the two committees.

N. Johns announced that the next EHE Workgroup Committee was TBD. G. Grannan said Prevention was next in line for hosting the meeting. M. Ross-Russell noted EHE was going to be updated to include housing as an issue. She also mentioned that there were directives from CDC and HRSA that would be great topics for Prevention Committee to tackle. They would add this to the agenda for Prevention Committee in the future.

#### **Action Items:**

##### ***—Expiring Memberships and New Applicants—***

D. Law noted that the Executive Committee extended membership for 2 members the last time they met. She said that there are now 11 people (not including the 2 from last time) whose memberships expire at the end of September 2020. She would send out a reminder to those with expiring

memberships and would mail a physical letter to people unresponsive via email- to solicit their reapplication.

L. Diaz asked how they would vote in the nominations process. D. Law responded that because of confidentiality purposes, they should do Nominations via Zoom and one-by-one. M. Ross-Russell said they could also get a confidentiality agreement. Those who agree to sign off on the nondisclosure agreement could then get a password to a protected data set with new applicant information (with all identifiers removed).

L. Diaz liked the password protected idea, and S. Romero added that identifier information, even in person, was always redacted. M. Ross-Russell said that there would be numbers correlated to names, but only staff would have this information. M. Ross-Russell asked about comfort level with non-disclosures. S. Heaven, S. Romero, and L. Diaz agreed that they would be comfortable with signing a non-disclosure.

For new applicants, N. Johns said they were concerned that there are only 1 or 2 unaligned consumers while a vast majority of applicants are not. D. Law added that 7 of expiring memberships are unaligned consumers. M. Ross-Russell said that other EMAs have an issue of less than one-third of members being unaligned consumers. D. Law said that they might not be able to put people on if there are few unaligned consumers on the Council. M. Ross-Russell said that she would follow up with the HRSA Project Officer on this issue. C. Steib asked about reapplications and whether they would have to go through the Mayor's office. G. Grannan and L. Diaz said yes.

**Report of Staff:**

N. Johns reminded everyone that OHP are doing virtual trainings from 12:00-1:30 p.m. every other Friday. OHP would be disseminating the information via email, newsletter, and social media. The first training would be on the Planning Cycle. She also reported that CPC is currently working on a survey about the impact of COVID-19 on PLWH's health and access to services The survey would have to go through IRB. The survey included questions on housing, food, and mental health.

**Announcements:**

D. Gana announced that there was an HIV presentation with a focus on the aging population with R. Johnson at 12:00 – 5:00 p.m. on September 17<sup>th</sup>. He asked S. Moletteri to send the link to the Council.

S. Heaven announced that HOPWA had an Eviction to Eversion Program for tenants and landlords facing COVID-related hardships without having to go to court. People are still eligible to apply for rental assistance through Sept 30<sup>th</sup>. C. Steib noted that there was a shallow rent program as well.

**Adjournment:** L. Diaz asked for a motion to adjourn. **Motion:** A. Edelstein motioned, C. Steib seconded to adjourn the September 1, 2020 Executive Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 3:40 PM.

Respectfully submitted:

Sofia M. Moletteri, staff

Handouts distributed:

- September 2020 Executive Committee Meeting Agenda
- June 2020 Executive Committee Meeting Minutes