

# MEETING AGENDA

## *VIRTUAL:*

*Thursday, October 12th, 2023*

*2:00 p.m. – 4:30 p.m.*

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (September 14th, 2023)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Presentation
  - Integrated Plan: Diagnose & Prevent
  - Second Quarter Spending Report
- ◆ Action Item
  - Co-chair Election
- ◆ Committee Reports:
  - Executive Committee
  - Finance Committee – Alan Edelstein & Adam Williams
  - Nominations Committee – Michael Cappuccilli & Juan Baez
  - Positive Committee – Keith Carter
  - Comprehensive Planning Committee – Gus Grannan & Debra Dalessandro
  - Prevention Committee – Desiree Surplus & Clint Steib
- ◆ Other Business
- ◆ Announcements
- ◆ Adjournment

Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia, PA 19107  
(215) 574-6760 • FAX (215) 574-6761 • [www.hivphilly.org](http://www.hivphilly.org)

The next HIV Integrated Planning Council meeting is  
VIRTUAL: November 9th, 2023 from 2:00 p.m. to 4:30 p.m.

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

---

**Philadelphia: HIV Integrated Planning Council**  
**Meeting Minutes of**  
**Thursday, September 14th, 2023**  
**2:00 p.m. – 4:30 p.m.**

---

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

**Present:** Michael Cappuccilli, Juan Baez, Keith Carter, Lupe Diaz (Co-chair), Gracie Borns, Alan Edelstein, Gus Grannan, David Gana, Gerry Keys, Nafisah Houston, Greg Langan, Loretta Matus, Erica Rand, Clint Steib, Sheree Heaven (Co-chair), Maddison Toney, Mike Valentin

**Guests:** Ameenah McCann-Woods (DHH)

**Excused:** Desiree Surplus, Debra Dalessandro, Adam Williams

**Staff:** Beth Celeste, Debbie Law, Tiffany Dominique, Sofia Moletteri, Mari Ross-Russell, Kevin Trinh

**Call to Order:** L. Diaz called the meeting to order at 2:08 p.m.

**Introductions:** L. Diaz asked everyone to introduce themselves.

**Approval of Agenda:** L. Diaz referred to the September 2023 HIV Integrated Planning Council agenda and asked for a motion to approve. **Motion:** K. Carter motioned; C. Steib seconded to approve the September 2023 HIV Integrated Planning Council agenda via a Zoom poll. Motion passed: 12 in favor, 1 abstained. The September 2023 HIV Integrated Planning Council agenda was approved.

**Approval of Minutes (August 10th, 2023):** L. Diaz referred to the August 2023 HIV Integrated Planning Council meeting minutes and asked for a motion to approve. **Motion:** G. Grannan motioned; G. Keys seconded to approve the August 2023 HIV Integrated Planning Council minutes via a Zoom poll. Motion passed: 9 in favor, 3 abstained. The August 2023 HIV Integrated Planning Council meeting minutes were approved.

**Report of Co-Chairs:**

L. Diaz announced that she, S. Moletteri, and C. Steib would be attending the state HIV Planning Group meeting next month and they would be reporting on the meeting.

**Report of Staff:**

None.

**Discussion Item**

***-Monitoring of the Administrative Mechanism-***

A. Edelstein introduced himself as the Co-chair of the Finance Committee. He stated that both of the action items had been reviewed by the Finance Committee the previous week. He explained

that one of the responsibilities of the Finance Committee was to assess the efficiency of the administrative mechanism (AEAM). The review of the administrative mechanism was prompted by a site visit during which the federal site reviewer recommended the creation of a formal process to review it. A. Edelstein mentioned that they had previously reviewed the administrative mechanism in their committee meetings, but this review would now occur more gradually throughout the year, rather than in one comprehensive review.

A. Edelstein believed that the HIV Integrated Planning Council had reviewed the AEAM document before and approved it with a vote. He explained that the planning cycle dates were determined around September or early October when they submitted the AEAM document. They depended on external factors to know whether reports, such as invoices, had been received. He also noted that their fiscal year began on March 1st and ended on February 28th of the following year.

A. Edelstein, read that it was the responsibility of the Finance Committee to report its findings regarding the review of the Annual Check items in its reports to members at HIPC's monthly meetings. He stated that they were in the process of completing this step and asked S. Moletteri to scroll through the document so they could review each of the items on the checklist.

The first item on the checklist was titled 'The Procurement Process.' A. Edelstein asked the committee to focus on the section of the page titled 'notes.' He explained that the process was not applicable because the recipient did not conduct a Ryan White Part A Request for Proposal (RFP) during the fiscal year ending February 28, 2023. This was due to the absence of competitive proposals in the same year.

The next item concerned the recipient's (DHH) contract procurement process. A. Edelstein stated that it was also not applicable because the recipient did not conduct a Ryan White Part A RFP during the fiscal year ending February 28, 2023.

The third item on the checklist involved providing HIPC with an overview of the results of the RFP process from the recipient. A. Edelstein mentioned that this was not applicable as well.

The fourth item addressed contracting. HIPC was supposed to receive information from the recipient about the percentage of contracts fully executed within 90 days after the Notice of Grant Award. The notes for this section stated that not all contracts were confirmed within 90 days due primarily to large sub-recipients and the city's legal departments not conforming the contracts within the specified time period. A. Edelstein asked M. Ross-Russell to define what would be classified as a large subrecipient without using names. M. Ross-Russell answered that universities, hospitals, and large organizations with sub-recipients who work underneath them or in multiple locations typically fell into this category.

The fifth item required HIPC to be notified of late invoicing. The recipient would provide a late invoicing summary to the Finance Committee on a quarterly basis. A. Edelstein noted that generally, smaller organizations were more likely to send their invoices sooner due to tighter fiscal constraints, while larger organizations had more flexibility in their timing.

The sixth item involved the use of funds. The recipient would notify HIPC of partial awards/continuing resolutions so that HIPC could approve the budget scenario to ensure rapid distribution of funds. A. Edelstein explained that HIPC often did not get notified on time due to pending budget approval at the federal level. He mentioned that they had received a partial award earlier in the year and had voted on the budget.

The seventh item on the checklist stated that the recipient would distribute funding in accordance with the approved allocation decisions made by HIPC. The recipient would provide a copy of the allocations report submitted to HRSA to HIPC after it had been submitted to HRSA. Updates would be provided to HRSA by the recipient to HIPC on a quarterly basis.

The eighth item entailed HIPC receiving regular reports on service utilization and expenditures by service category. The recipient would provide quarterly reports on service utilization and expenditures by service category to HIPC quarterly.

The ninth item involved situations where the recipient needed to make reallocations above the 10% threshold. The recipient would need to contact HIPC and provide a detailed explanation for the needed shift in funding. A. Edelstein noted that HIPC had three response options: recommendation to approve, recommendation to disapprove, and no recommendation.

The tenth item on the checklist required a DHH representative to attend each meeting unless asked otherwise. A. Edelstein mentioned that the recipient staff had attended all 9 meetings during the fiscal year-end 2023, as well as the 11 HIPC meetings and each of the allocations meetings held.

The eleventh and final item on the checklist stated that the recipient would implement directives from HIPC and report back on progress. The recipient would report back on the directives at a regularly scheduled HIPC meeting. The recipient reported on all but two directives, which were from Philadelphia. The first directive tasked DHH with reviewing which services were most utilized and needed by People Living With HIV (PLWH) who were 50+ years old. The second directive asked DHH to increase access to and awareness of Food Bank services provided and their utilization to determine improved health outcomes. A. McCann-Woods mentioned that she aimed to have the report on the two missing directives delivered to HIPC by October.

**Motion:** A. Edelstein called for a vote to approve the above-mentioned report from the Department of HIV Health with the Finance Committee's recommendation to approve.

S. Heaven: Abstained  
L. Diaz: Abstained  
A. Edelstein: Abstained  
K. Carter: In Favor  
G. Keys: In Favor  
C. Steib: In Favor  
E. Rand: Abstained  
G. Langan: In Favor  
G. Grannan: In Favor

J. Baez: In Favor  
L. Matus: In Favor  
M. Cappuccilli: In Favor  
D. Gana: In Favor

**Motion: 9 in favor, 4 abstaining.** The motion to approve the report by the Department of HIV Health was passed.

***-Year-End Support Budget-***

Next on the HIPC agenda was the Year-End Support Budget. This referred to the budget for the Office of HIV Planning (OHP). A. Edelstein read from the Year-End Ryan White Formula and Supplemental Planning Council Support Budget Review document included with the September HIPC Meeting Packet. He read that the responsibility of reviewing the OHP budget was assigned to the Finance Committee by the Executive Committee, and this process was approved by HIPC.

A. Edelstein stated that the monthly invoices were submitted by the Public Health Management Corporation (PHMC) to the recipient for payment. He further clarified that PHMC requested payment from the recipient, and the recipient processed the payment back to PHMC. The payment documentation eventually was sent to OHP. Support documentation to back the invoicing was provided by OHP. He continued by saying that any reimbursement for expenditures by the OHP director related to the office had to be reviewed and authorized by the recipient. Such expenditure could not be authorized by the OHP Director. A. Edelstein asked if the reimbursement referred to M. Ross-Russel's individual salary and she explained that this was not the case. M. Ross-Russell clarified that on occasion, she would pay an expense out of her pocket and would then be reimbursed. She stated that she could not process the reimbursement since it was an expense she had incurred.

Moving forward through the document, A. Edelstein read that the expenditures through February 28, 2023, amounted to \$445,292. The projected total expense was \$537,106, based on the overall formula and supplemental budget. This meant that there was approximately \$91,814 of underspending. A. Edelstein stated they anticipated that the underspending would be fully utilized now that OHP had become fully staffed. A. Edelstein read that the lease for the office space had increased on January 1st, 2022, from \$16 to \$18 per square foot. He said this was below the current market rate for the area, which was \$22 to \$24 per square foot. Additionally, there was a common area maintenance charge levied by the building management based on square footage.

A. Edelstein asked S. Moletteri to bring forward the 22-23 RW expenditure document. He reminded the HIPC members that they had transitioned from physical meetings to virtual meetings, allowing OHP to save money on utilities. Utilization of air conditioning, heating, and electricity for computers and copiers decreased. The communications budget did not change significantly from previous years since phones and internet services were still being used. The postage budget was pre-loaded and did not require additional payment. Courier service was utilized as part of the Community Survey of various parts of the Eligible Metropolitan Area (EMA).

The transition to virtual meetings had reduced the need for equipment. Costs for office and meeting supplies for the year were mostly related to personal protective equipment supplies. Equipment costs were mostly related to software licenses and subscriptions, including new laptops due to the ongoing remote work requirement. Travel expenses were not significantly expended during this period. Staff development was charged for PHMC University as an affiliate organization. A. Edelstein asked M. Ross-Russell to explain what PHMC University was. M. Ross-Russell explained that PHMC University was PHMC's name for their internal and affiliate organization training program. A. Edelstein then read that other expenses that were not listed included the security system.

A. Edelstein said they had reviewed the Year-End Support Budget Report in the Finance Committee and were presenting the report to the HIPC with their recommendation for approval. S. Moletteri said they did not need to approve the report since they had voted on the budget during the allocations meetings. M. Ross-Russell said the report was presented to keep the HIPC members informed.

### **Action Item**

#### ***-Co-chair Election Nominations-***

S. Moletteri stated they would not be voting during the meeting. They would only be nominating a person for co-chair. She said they would be holding elections in October. L. Diaz said their first course of action would be to ask S. Heaven if she was willing to run for election again. S. Heaven agreed to run for election again. L. Diaz asked the attendees if anyone wanted to nominate themselves or someone else. First, L. Diaz said they would describe what the position had entailed. L. Diaz said she was responsible for the front end of the meeting while S. Heaven handled the background end of the meeting such as ensuring that that topics were covered adequately. She said their main role was to ensure that the meetings went as smoothly as possible and that the members were informed. She said they had to be active in online communications in case members have questions. She said it was a great volunteer experience that allowed them to help many people. L. Diaz asked once again for nominations. S. Moletteri said nominations were open until the next HIPC meeting if people were more comfortable volunteering to be a candidate online.

K. Carter asked if both seats were open for election. L. Diaz said they had set up the election cycle so that only one seat would be up for election at a time. She said they wanted to have one experienced co-chair train the newly elected co-chair. L. Diaz asked M. Ross-Russell to remind her of the requirements for a co-chair and to define good standing. M. Ross-Russell said a co-chair needed to be in good standing. She defined good standing as having actively participated in both HIPC and one subcommittee for at least one year. M. Ross-Russell said S. Heaven and L. Diaz were correct when they said maintaining the flow of the discussion in the HIPC meetings was important. She said often the HIPC co-chair would need to be impartial and give up the right to voice their opinion.

G. Grannan asked if co-chairs were allowed to step out of their roles to provide information on topics that they were specialized in like when S. Heaven was providing information on housing in a previous meeting. M. Ross-Russell said S. Heaven did not step out of her role as co-chair during that meeting. G. Grannan summarized that the co-chair was not completely muted from

having opinions, but had to be more mindful of their positions. M. Ross-Russell clarified that being mindful of their position meant co-chairs could not use their position to influence the HIPC and subcommittees towards a direction that benefitted them. L. Diaz said that is one of the reasons why co-chairs had abstained during voting to ensure they do not sway a member's vote. L. Diaz asked once again for volunteers. She reminded HIPC members that they could contact the staff if they were still interested in running for election.

### **Committee Reports:**

#### ***-Executive Committee-***

L. Diaz reported that the Executive Committee had met two weeks ago and discussed the issue of hybrid meetings. The committee wanted to bring this matter to HIPC for their input. K. Carter expressed his concern for the staff and the ongoing dangers of COVID-19. He stated that he was not in favor of returning to hybrid meetings until they were better prepared.

M. Ross-Russell asked K. Trinh to read D. Dalessandro's message. K. Carter mentioned that D. Dalessandro had attended an event and had contracted COVID-19 for the second time. Despite pre-event testing, it did not prevent people from getting infected. K. Trinh then read D. Dalessandro's message, in which she stated that her recent experience with COVID-19 had influenced her opinion in favor of continuing virtual meetings.

L. Diaz explained that the committee had discussed the issue and decided that more discussion was needed within the HIPC meeting before moving to a vote. She asked M. Ross-Russell about the next steps for hybrid meetings. M. Ross-Russell said they were still trying to address some key issues. She explained that when they met in person, they could accommodate up to 80 people, but with social distancing measures in place, they needed to work out the logistics for seating the potential number of attendees. M. Ross-Russell confirmed with T. Dominique that they could potentially seat up to 30 people, including staff members. She added that they would need to establish a system for members to register for in-person and virtual meetings, with in-person attendance on a first-come-first-served basis. The smaller conference room had been reconfigured for committee meetings and could accommodate around 10 people, including staff members. K. Carter expressed concerns about the adequacy of ventilation for in-person meetings and cautioned against the risks of hybrid meetings.

L. Diaz noted that D. Dalessandro's message was poignant because she had been a strong proponent of transitioning to hybrid meetings. D. Dalessandro had previously expressed a desire to meet HIPC members in person. C. Steib reminded members that if they couldn't attend physical meetings due to safety concerns, they could still participate virtually. He suggested that members begin showing their faces during virtual meetings to become better acquainted. L. Diaz expressed a similar sentiment but acknowledged the reasons why some members had chosen to keep their cameras off during virtual meetings.

#### ***-Finance Committee-***

None.

#### ***-Nominations Committee-***

J. Baez reported the Nominations Committee reviewed 21 applications as a part of their nominations process. The committee recommended 20 of those applications. Half of the applications were from returning members and the other half were new candidates.

***-Positive Committee-***

S. Moletteri reported that the Positive Committee was meeting the next Monday and they were to discuss the possibility of transitioning to hybrid meetings for the October HIPC meeting.

***-Comprehensive Planning Committee-***

G. Grannan said the Comprehensive Planning Committee was having a joint meeting with the Prevention Committee on September 27th due to scheduling conflicts

***-Prevention Committee-***

C. Steib reported the Prevention Committee did not meet last month and they would not meet in August either due to conflicts with vacation timings. They would resume their meetings in September as previously stated.

**Other Business:**

None.

**Announcements:**

G. Grannan announced that the Philadelphia City Council voted to safer consumption sites illegal. He said the only council member to vote against the measure was K. Brooks.

T. Dominique said September 18th was National HIV Aging Day.

**Adjournment:**

L. Diaz called for a motion to adjourn. **Motion:** C. Steib motioned and G. Grannan seconded to adjourn the June 2023 HIV Integrated Planning Council meeting. **Motion passed:** All in favor. The meeting adjourned at 3:24 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- September 2023 Agenda (PDF)
- August 2023 Meeting Minutes (PDF)
- Annual Checklist for Assessment of the Efficiency of The Administrative Mechanism (AEAM) Completed by Finance Committee (PDF)
- Year End Ryan White Formula and Supplemental Planning Council Support Budget Review (PDF)