

**Executive Committee  
Meeting Minutes of  
Tuesday, August 29th, 2023  
12:00 a.m. – 2:00 p.m.**

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

**Present:** Michael Cappuccilli, Keith Carter, Debra D'Alessandro, Lupe Diaz, Alan Edelstein, Gus Grannan, Adam Williams

**Excused:** Desiree Surplus, Clint Steib

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

**Call to Order:** K. Carter called the meeting to order at 12:06 p.m.

**Introductions:** K. Carter skipped introductions.

**Approval of Agenda:**

K. Carter referred to the August 2023 Executive Committee agenda. S. Moletteri said the time on the agenda said A.M. instead of P.M. K. Carter said they should remove the report of co-chair from the agenda. **Motion:** M. Cappuccilli motioned; L. Diaz seconded to approve the amended August 2023 Executive Committee agenda. **Motion passed: 7 in favor.** The amended August 2023 agenda was approved.

**Approval of Minutes (February 24th, 2023):**

K. Carter referred to the February 2023 Committee minutes. **Motion:** G. Grannan motioned; G. Grannan seconded to approve the February 2023 meeting minutes. **Motion passed: All in favor.** The February 2022 minutes were approved.

**Report of Staff:**

M. Ross-Russell met with Dr. Brady regularly. She had discussions about returning the staff to physical meetings full-time. She said they may be returning to mask requirements due to the increases in COVID-19 cases and due to the population they work with.

M. Cappuccilli asked what the work environment was. M. Ross-Russell said they would be working 3 days at home and in the office twice. M. Ross-Russell listed the schedule and noted it was staggered so they are not all in the office at the same time.

**Discussion Item:**

***-Transition to Hybrid Meetings-***

K. Carter said they should wear masks in the hallways. M. Ross-Russell said there was an issue with the ladies' room. It should be one person per bathroom since the ladies' room was a small restroom. She said the building had changed the security system and meeting attendees could not

open the door unless they had a cell phone and could call the office to let them in. M. Ross-Russell said OHP could also assign a staff person to open the door.

M. Ross-Russell said they had to account for social distancing and keep count of the number of people in attendance. Previously, they could have 80 people sitting next to each other in the large conference room. She also said the staff cannot ask if people were vaccinated since that would be problematic. L. Diaz asked what might happen if people refused to wear a mask. L. Diaz remembered when she asked people to wear a mask and almost got into a fight about it. K. Carter suggested they not let people in the building if they were not masked since this would be a safety issue for both staff and attendees. M. Ross-Russell said before they transition, they must account for every instance or consideration. She added that they have the option of online meetings.

T. Dominique reached out to council members to ask about whether they wanted hybrid meetings. She said most people were excited for in-person and willing to wear masks. She also mentioned how the New York HIV Planning Group has not fully turned to full hybrid meetings.

M. Cappuccilli did not believe they would fill up a room and that most people would elect to stay home. T. Dominique was concerned that they needed to avoid a dynamic where providers were at their desks while community members were in the room. She said that was one of the concerns that they had found when speaking to the New York EMA. K. Carter asked about the HIPC members and who could not attend virtual meetings due to digital barriers. T. Dominique knew of at least 5 people who faced this issue.

A. Williams asked if they could create library groups to have meetings. T. Dominique said they would need to send a request and then they could only have two meetings per year in a specific space. A. Williams suggested a revolving location. K. Carter asked if there was a place that would donate their space to HIPC. T. Dominique remembered that William Way's library may have some space there. She considered the issue of amount of space within the library's elevator and their bathroom situation.

When considering OHP's large conference room, M. Ross-Russell said they could fit 35 people at most, including staff persons. The issue was with spacing since social distancing protocol required 6 feet of space between each person. K. Carter asked if they could test physical meetings with a small committee such as the Positive Committee. He suggested that the Positive Committee might have the most issues with masks. M. Ross-Russell said the best group to test run in-person would probably be the Positive Committee. They would also need to consider accommodations. Additionally, individuals must also be comfortable with the idea of eating outside and not during the meeting.

L. Diaz said the PA HPG was doing hybrid meetings. M. Ross-Russell recalled that the state HPG was where C. Steib had gotten COVID-19. M. Cappuccilli asked if people were masking during those meetings. L. Diaz said there was no requirement. L. Diaz said she had not heard anyone else who had gotten COVID. D. D'Alessandro asked if M. Ross-Russell talked to Dr. K. Brady about the mask requirement and if there was any pushback since masks were not a requirement everywhere. M. Ross-Russell said that Dr. K. Brady believed that the city would reintroduce the mask mandate., if not for the whole city, PDPH for sure. T. Dominique said there

were questions about the laptop mic. There would be a mic next to the laptop and a staff member bringing a mic around to each member when they raised their hand to speak. She said there were 9 potential spaces lost because of staff and speakers. M. Ross-Russell said they could position themselves to have a maximum of 4 staff members since it would not be required for them to be in the room all at once.

M. Cappuccilli asked if they anticipated requests from members to register online or offline. M. Ross-Russell said they would need to register people and ask if they would attend in person or online. She said they have done meetings and presentations in the past where it was in person and online. M. Cappuccilli asked if they had the technology. M. Ross-Russell said they were having tech issues with the internet where they had contacted Comcast. They sent M. Ross-Russell a new router. Other than Wi-Fi, they could access Zoom through the network. She said they had the projector, Zoom, and microphones. Staff had a test run and it could be functional.

M. Ross-Russell mentioned that she would be on vacation in November. T. Dominique reminded the committee that the city would be sending out ads to have the COVID booster to keep people protected from the latest COVID-19 strain.

K. Carter asked if Drexel University would donate space for HIPC. T. Dominique did not believe so. M. Ross-Russell said they would first need to figure out how many people would attend in-person. Currently, HIPC has around 35 members. She said they may not need another space and that the issue was the basic stuff they had no control over such as elevators and bathrooms. Since the office was in Philadelphia, there were members from New Jersey and Pennsylvania counties who would likely be comfortable with attending virtually.

M. Ross-Russell said the committees would not be an issue and that only the full HIPC might present an issue. M. Ross-Russell said it might be better for presenters to be online. K. Carter asked about what might happen if someone contracted COVID at one of the HIPC meetings. M. Ross-Russell said it was the staff's responsibility to ensure everyone was wearing the masks and sticking to safety protocol.

T. Dominique said she was most concerned about how people would get into the building. She was also concerned that some people would need to drink water and be asked to put their masks back on. M. Ross-Russell was also concerned about the elevator. She said they would include safety instructions in the invitation.

**Any Other Business:**

None.

**Announcements:**

None.

**Adjournment:**

K. Carter called for a motion to adjourn. **Motion: D. D'Alessandro motioned, and A. Williams seconded to adjourn the Executive Committee meeting. Motion passed: All in favor. The meeting adjourned at 1:25 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- August 2023 Meeting Agenda
- February 2022 Meeting Minutes

DRAFT