

**HIV Integrated Planning Council of the Philadelphia EMA
Nominations Committee
Meeting Minutes**

Thursday, December 14, 2017

12:00-2:00pm

Office of HIV Planning, 340 N. 12th Street, Suite 320, Philadelphia, PA

Present: Kevin Burns, Michael Cappuccilli, Sharee Heaven, Samuel Romero

Excused: Juan Baez

Absent: Lupe Diaz

Guests: None

Staff: Debbie Law, Stephen Budhu

Approval of Agenda: M. Cappuccilli presented the agenda for approval. **Motion:** S. Romero moved, K. Burns seconded to approve the agenda. **Motion passed:** All in favor.

Approval of Minutes: M. Cappuccilli presented the November 9, 2017 minutes for approval. **Motion:** S. Romero moved, K. Burns seconded to approve the agenda. **Motion passed:** All in favor.

Report of Chair: None

Report of Staff: None

Action Items: None

Discussion Items:

- **Report back on Membership Removal/Attendance Policy Violation**

D. Law stated the committee reviewed the HIPC attendance policy and identified members who were in violation at the last meeting. In reference to the last meeting, D. Law stated she had contacted #7, #13, #15, #27, #31, #38, and #39 to inform them they were in violation of the current HIPC attendance policy. She said of the 7 members who are in violation, only #7 had responded to her, and they wanted to appeal their membership status. D. Law notified the committee she invited #7, on behalf of the Nominations Committee, to make an appeal at today's meeting.

D. Law asked the committee to review the Nominations Summary from the meeting packet. She explained #7 was scheduled to appeal today, and the committee needed to deliberate on protocol and outcome of the appeals process. She explained this was the first membership appeal, and the committee would need to be consistent with the appeal process going forward. M. Cappuccilli proposed the committee should hear the appeal, and if they felt the reasoning was adequate, put the member on probation. He continued, during the probationary period the member would need to attend 5 consecutive HIPC meetings, and 5 consecutive HIPC subcommittee meetings (of their choosing). He stated if the member on probation missed one of the mandatory 5 consecutive meetings, then the member would be removed.

Motion: The Nominations Committee moved, to approve the appeals process. **Motion passed:** All in favor.

The committee reviewed #7's credentials before the formal appeal. The committee moved forward with the appeal, and thanked #7 for attending. During the appeal #7 distributed a letter explaining the reason for their absences during the calendar year. #7 stated they were still very interested in the HIPC and wanted to be part of the council. The committee asked #7 if they could commit to attending 5 consecutive HIPC meetings, and 5 consecutive subcommittee meetings. The committee made note #7 was not part of a subcommittee currently, and gave #7 the opportunity to choose a subcommittee. #7 replied they were able to attend the HIPC meetings, and have reprioritized their work load. #7 also requested to join the Prevention Committee.

Motion: The Nominations Committee moved to approve the appeal request as outlined.

Motion passed: 4 in favor, 0 opposed, 0 abstained.

M. Cappuccilli asked what will happen to those who have not responded to emails, and they attend future HIPC meetings. D. Law replied, from the last meeting, the consensus was members who were in violation of the policy should be contacted about their removal. She stated those in violation were given the opportunity to appeal; only one decided to appeal. At this point those members who did not make contact for an appeal were removed; if they attend future HIPC meetings they would be classified as guests. D. Law reminded the committee every member who was in violation has the right to appeal. K. Burns suggested that the HIPC membership application should request applicants to provide a personal email account, and home addresses with their professional email, in case individuals change employment during their HIPC tenure. D. Law replied the HIPC membership application encourages applicant to list how they want to be contacted, and the HIPC could not require applicants to provide their home address.

- **Presentation to the HIPC on Attendance Policy**

D. Law asked the committee to review the HIPC attendance policy slideshow handout. M. Cappuccilli proposed the attendance guidelines should be updated with the new appeal process. K. Burns agreed, and added the committee needs to add language that specifies all those in violation of the attendance policy are not guaranteed to be reinstated after their appeal. He stated reinstatement was at the discretion of the Nominations Committee, and before an appeal was granted the appealing party would have to be in contact with the Office of HIV Planning. M. Cappuccilli suggested a screenshot of the email that is sent to those who are in violation of the attendance policy should be displayed in the presentation. S. Heaven stated she agreed with K. Burns and reiterated the Nominations Committee could not reinstate every member who appeals, and the committee should use its discretion case by case. S. Romero agreed, and he felt the guidelines were clear enough that everyone would be able to understand. D. Law asked if anyone wanted to present the updated attendance and appeal policy to the HIPC in the January meeting. K. Burns volunteered to present the updated policy to the HIPC.

- **Work Planning**

D. Law reminded the committee they need to plan their work for the upcoming year. She suggested the committee should focus on new member recruitment. S. Heaven asked should the committee lobby at public functions, or should the recruitment approach be more of an advertisement approach. K. Burns asked if the HIPC or the OHP was part of any public events. D. Law replied no but staff at OHP attends various state level conferences and seminars. M. Cappuccilli recommended the OHP could recruit for new HIPC members at large public events, such as Philadelphia Outfest. K. Burns added, the OHP could rent a booth at Outfest for new member recruitment. S. Heaven suggested the committee should send out emails or mass mailings for new member recruitment. M. Cappuccilli asked if OHP was still doing social media updates. D. Law replied there were staffing changes due to a staff member being on leave. Social media

postings will continue after those issues are ironed out. S. Romero suggested the HIPC should advertise in provider meeting rooms. He stated a large poster or pamphlet would help with new member recruitment. He added, the OHP should use blast emails for mass new member recruitment. D. Law mentioned the OHP did a newspaper ad for HIPC membership when the consumer survey was launched in December 2016. K. Burns suggested the HIPC or OHP could request that providers create links on their websites to the OHP website or links that explain what HIPC is and how to apply. He continued, the OHP should look to be listed in the Philadelphia Gay News community resource section. He noted that the community resources section was free, but the excerpts were limited to two lines or fewer. S. Romero agreed with K. Burns, and made note the OHP could ask providers to put OHP calendars in their waiting rooms.

S. Romero stated the HIPC also needed to focus on the housing issue in Philadelphia, and suggested the HIPC could contact agencies that focus on housing for PLWH. He stated the HIPC could request these agencies to mention the HIPC to their clients to help with new member recruitment. He explained the housing issue was widespread and was tied into the current opioid epidemic in Philadelphia. S. Heaven reminded the committee, not all the housing agencies are Ryan White Part A funded, and those who weren't funded do not necessarily focus on PLWH. S. Heaven informed the committee she does lobby for the HIPC to agencies who receive funding from Ryan White Part A and Housing Opportunities for Persons with AIDS (HOPWA), and she will continue to do so in the future.

M. Cappuccilli proposed the committee should hold a social. S. Romero agreed, and added that the committee should also hold events to honor long-tenured members as a way to say thank you for your service to the HIPC.

Old Business: None

New Business: None

Announcements: None

Adjournment: Motion: S. Romero moved, M Cappuccilli seconded to adjourn the meeting at 1:39 pm.
Motion passed: All in favor.

Respectfully submitted by,

Stephen Budhu, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- November 9, 2017 meeting minutes
- Nominations Summary
- HIPC Attendance Policy PowerPoint
- HIPC Membership Demographic