

**Ryan White Planning Council of the Philadelphia Part A EMA
Nominations Committee
Meeting Minutes of
Thursday, January 12, 2017
12:00p.m.-2:00p.m.**

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

Present: Juan Baez, Michael Cappuccilli, Lupe Diaz, Samuel Romero

Excused: Kevin Burns, Sharee Heaven, Andrena Ingram

Absent: Ralph Bradley, Edward Campbell, Kyle Tucker

Staff: Mari Ross-Russell, Debbie Law, Antonio Boone, Jennifer Hayes

Call to Order/Introductions: M. Cappuccilli called the meeting to order at 12:16p.m. Those present then introduced themselves.

Approval of Agenda: M. Cappuccilli presented the agenda for approval. **Motion:** L. Diaz moved, M. Cappuccilli seconded to approve the agenda. **Motion Passed:** All in favor.

Approval of Minutes (December 8, 2016): M. Cappuccilli presented the minutes for approval. **Motion:** L. Diaz moved, M. Cappuccilli seconded to approve the December 8, 2016 minutes. **Motion Passed:** All in favor.

Report of Co-Chairs: None.

Report of Staff: None.

Discussion Item:

- **Membership Appointment Requirements**

M. Ross-Russell pointed the group to the appointment letter in their packets. She noted that, at the recent HRSA site visit, HRSA staff expressed concern that the designee was approving appointees rather than the mayor. She said that Mayor Nutter had previously instituted a requirement for board appointed membership. She said this requirement applied to the Planning Council if members were to be appointed by the mayor. She explained that board appointees had to demonstrate that they were in compliance with their taxes. She stated that the requirement applied to members who lived inside and outside Philadelphia.

M. Ross-Russell that the requirement applied to people with Pennsylvania and New Jersey addresses. She said that all people who were considered for appointment to the Planning Council would have to submit a tax compliance certificate. She stated that homeless individuals would be asked to use the address of the shelter or residence where they were staying. She added that the tax compliance form also required a social security number. She noted that the certificate could be printed and would be submitted to the mayor's office with the list of appointees. She added that the mayor's office would then look to verify that individuals were compliant with their water taxes.

M. Cappuccilli asked if members would submit their tax certificates individually or if they would be submitted as a group. M. Ross-Russell replied that they would be submitted as a group. She noted that the tax compliance requirement would now be part of the application process. She said

the certificate was only valid for a month, but it only had to be submitted once. She noted that individuals who were homeless would be assisted with filling out the form.

D. Law noted that members reapplied for Planning Council membership every 2 years. She asked if tax compliance certificates had to be submitted each time people reapplied. M. Ross-Russell responded that members only had to do the clearance once.

M. Cappuccilli asked if members who were unwilling to submit the tax compliance certificates would be removed from the Planning Council. M. Ross-Russell said they would. L. Diaz noted that the Planning Council was supposed to represent everyone. She stated that some members of the Planning Council may be undocumented. She said undocumented individuals may not pay taxes. S. Romero noted that some undocumented people did pay taxes. L. Diaz continued that the Planning Council may have difficulty getting undocumented people to apply, given the requirement to submit personal information and a social security number, which they may not have. M. Cappuccilli stated that the requirement discouraged people who didn't pay taxes from applying.

M. Ross-Russell explained that the tax compliance form was for people who paid real estate taxes. She said that renters would be considered compliant, though they'd still be asked to fill out the form. She stated that renters were not responsible when their landlords were not tax compliant. S. Romero asked if people who were not compliant with their taxes would be eligible for Planning Council membership. M. Ross-Russell replied that they would not. She reiterated that social security numbers were required for the process. L. Diaz noted that not everyone had a social security number. She asked if another identification number could be used instead.

M. Cappuccilli asked how long members had to get the tax compliance certificate. M. Ross-Russell said it should be done as quickly as possible. L. Diaz noted that people who were undocumented and paid taxes got a tax ID number, which they could use to open a bank account. She asked if this number would be sufficient to get the form. She added that some undocumented people chose not to file taxes. M. Ross-Russell said that she believed a social security number was necessary to complete the process.

D. Law stated that the process needed to be completed in order to get an appointment letter from the mayor's office. M. Cappuccilli asked if the tax form would need to be attached to Planning Council applications in the future. D. Law noted that applications were collected throughout the year, and the certificate was only valid for a month. M. Ross-Russell stated that it was most likely acceptable to attach a tax compliance certificate from several months ago, as long as it was completed.

L. Diaz asked if the requirement would affect consumers who visited S. Romero's organization. S. Romero replied that most of their clients were Puerto Rican, so they were not undocumented. However, he said it could still be a barrier to participation. M. Ross-Russell noted that some community members may not be comfortable with filling out the tax compliance form. She stated that the OHP would have to help people who did not have computer access to fill out the forms. She noted that the process could be completed very quickly. D. Law asked if the computer was set up, and M. Ross-Russell said it was. D. Law invited members of the Nominations Committee to try out the process today. M. Ross-Russell said it required a name, address, and social security number. L. Diaz asked if tenants with non-compliant landlords would be denied the certificate. M. Ross-Russell stated that they would not.

M. Cappuccilli asked how the requirement would apply to current members. M. Ross-Russell said that current members would have to complete the requirement as soon as they could in order to get an appointment letter from the mayor.

M. Cappuccilli asked who had recommended that the appointment letter be obtained through the mayor's office instead of the designee. M. Ross-Russell replied that HRSA consultants had recommended it in their recent site visit. She stated that current Ryan White legislation did not mention a designee, and required that appointments be carried out by the CEO (the mayor).

M. Ross-Russell noted that the requirement would impact the application process. M. Cappuccilli stated that members could be approved conditionally, contingent on completing the certificate. He said the group could offer to help appointees to complete the tax certification form. M. Ross-Russell noted that this would not be helpful for people who did not pay their taxes. She stated that screenshots of the certificate would be accepted in addition to printed copies.

M. Ross-Russell stated that the Nominations Committee would decide how they'd like to approach the requirement. D. Law pointed out that the turnaround time for appointing new members would be longer with the new requirement. M. Ross-Russell stated that anyone could attend meetings, but people who were not yet appointed would not be able to vote.

D. Law pointed out that about 16 members of the Planning Council were consumers. She said that some were housing insecure. She stated that these individuals may be delinquent in some form of tax. L. Diaz said that the tax certification requirement was likely to be a barrier to consumers. D. Law asked if people who were formerly incarcerated would be affected by the requirement. M. Ross-Russell replied that they would not. She stated that it may show up during the compliance process if people had previously owned and lost a house. She stated that the quota for consumer representation in Ryan White legislation may not be met if consumers were negatively affected by the tax certification requirement.

M. Cappuccilli asked if the upcoming integration process would change the demographic distribution of Planning Council members. M. Ross-Russell noted that most newly-appointed members would not be consumers. D. Law stated that adding all HPG members who applied would decrease the percentage of consumers from 41% to 38%.

S. Romero asked if the change to the membership appointment requirements would be explained to the Planning Council. M. Ross-Russell replied that it would. She noted that all Planning Council members would have to complete the process. She said that it would be discussed at the upcoming Planning Council meeting. She stated that there may be many questions. She explained that the requirement was coming from the Director of Boards and Appointments.

D. Law stated that members who were admitted in the last application cycle would be contacted about the new requirement. M. Ross-Russell said the Planning Council was permitted to continue carrying out their operations in the meantime. L. Diaz asked if members would be given a timeline for completing the process. M. Ross-Russell said they'd be given until the end of the month (2 weeks). L. Diaz stated that members would be able to fax or mail the certificate to the office. M. Ross-Russell reiterated that members would be permitted to complete the process on the office computer.

D. Law noted that it was difficult to contact some people after their applications were reviewed. M. Ross-Russell stated that recruitment for membership would be important to keep Planning Council numbers up. D. Law said that consumer recruitment would be particularly important. M.

Ross-Russell stated that recruitment might involve requesting help from area organizations. S. Romero said that they would also need to make efforts to ensure the necessary documentation was received.

D. Law asked if the Planning Council could have non-appointed non-voting members. She stated that these individuals could perhaps include people who were non-compliant or didn't provide the tax certificate. M. Ross-Russell noted that the meetings were open to the public. D. Law pointed out that the HRSA membership form had a space for non-members. She stated that the number of people who attended that were non-members would increase if multiple people were taken off the Planning Council. M. Ross-Russell stated that the non-member category was removed from the Planning Council bylaws.

Action Item:

- **Application Review**

D. Law noted that the group did not have quorum to approve applications. L. Diaz suggested that the group recruit members for the Nominations Committee. D. Law noted that membership was recently low. L. Diaz stated that many members of the committee could not attend regularly. M. Cappuccilli stated that the Nominations Committee would ask Planning Council members to join the committee at the meeting later today. M. Ross-Russell noted that there was a limit for the number of people who could be added to the Planning Council from a certain organization. She said the group was permitted to increase that number at their discretion.

M. Ross-Russell stated that the Executive Directors' meeting was coming up on January 31st. She said she'd announce that the Planning Council was actively recruiting members at this meeting. She noted that she'd state that the group was looking for consumers as well as individuals who met certain representation categories. D. Law said she'd add a clause asking applicants to include a tax compliance form with their application. She stated that applicants would be given the option to request assistance on the form. She noted that she'd change the application to note the new requirement prior to the Executive Directors' meeting. M. Cappuccilli explained that the Nominations Committee wanted to make it as easy as possible to comply with the requirement. S. Romero said that he could assist clients from his organization who had recently joined the Planning Council to complete the tax compliance certification process.

L. Diaz asked if the Nominations Committee could score applications at today's meeting and reach out to members who weren't present to score the applications on their own. M. Ross-Russell suggested that they reach out to absent members, as the RWPC and HPG wished to integrate by March 1st. M. Cappuccilli asked how many applications there were to review. D. Law said there were 7, including one who was not a current HPG member. M. Cappuccilli asked if all the members of the HPG would be added. D. Law said they would if they were in good standing.

The group reviewed the applications and handed them into D. Law. D. Law asked them to pass along applications to K. Burns and S. Heaven. She distributed a demographic sheet for the group that reflected the distribution if all 7 applicants were admitted to the RWPC. She said several would be added to the prevention provider category and 1 would be added to PLWHA. She said the columns on the chart represented current, ideal, and future membership, respectively. She said 3 more members were needed from the PA counties, ideally Black male consumers. L. Diaz stated that she'd work to recruit people from the PA counties. D. Law noted that the group was at their maximum for members from NJ. S. Romero said he'd recruit members, particularly consumers, from Philadelphia.

Next Step: D. Law stated that she'd update the application with instructions for the tax compliance certification process. M. Cappuccilli asked about the schedule for orientation. D. Law noted that the HPG had heard a presentation about the RWPC at their last meeting. She added that they could be invited to the RWPC orientation in April. L. Diaz stated that the applications would be passed along to the members of the Nominations Committee who weren't here today. M. Cappuccilli asked if the quorum requirement could be changed in the committee bylaws.

New Business: None.

Old Business: None.

Announcements: None.

Motion: L. Diaz moved, M. Cappuccilli seconded to adjourn the meeting at 1:30pm. **Motion passed:** All in favor.

Handouts distributed at the meeting:

- Meeting Agenda
- December 8, 2016 Meeting Minutes
- Tax Clearance Instructions
- Membership Demographic Spreadsheet (Not scanned)
- Planning Council Applications (Not scanned)
- OHP Calendar