

---

**VIRTUAL: Nominations Committee**

**Meeting Minutes of  
Thursday, June 13th, 2024  
12:00 p.m. – 2:00 p.m.**

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

**Present:** Juan Baez (Co-Chair), Lupe Diaz, Sharee Heaven,

**Excused:** Michael Cappuccilli (Co-Chair)

**Staff:** Tiffany Dominique, Debbie Law, Sofia Moletari, Mari Ross-Russell, Kevin Trinh

**Call to Order:** J. Baez called the meeting to order at 12:07 p.m.

**Introductions:** J. Baez skipped introductions.

**Approval of Agenda:**

J. Baez referred to the June 2024 Nominations Committee agenda and asked for a motion to approve. **Motion:** L. Diaz motioned; S. Heaven seconded to approve the June 2024 agenda. **Motion passed: All in favor.** The June 2024 Nominations Committee agenda was approved.

**Approval of Minutes (April 11th and April 17th):**

J. Baez referred to the April 11th Nominations Committee minutes. **Motion:** L. Diaz motioned; S. Heaven seconded to approve the amended April 2024 Nominations Committee Meeting Minutes. **Motion passed: All in Favor.** The April 11th, 2024 Nominations Committee minutes were approved.

J. Baez referred to the April 17th Nominations Committee minutes. **Motion:** L. Diaz motioned; S. Heaven seconded to approve the April 2024 Nominations Committee Meeting Minutes. **Motion passed: All in Favor.** The April 17th, 2024 Nominations Committee minutes were approved

**Report of Co-chairs:**

None.

**Report of Staff:**

M. Ross-Russell said they were still waiting to hear about the appointment letters. She then said they were preparing for the allocations process which would take place in July.

**Discussion Items:**

*-New Members' Letters-*

D. Law said she and M. Ross-Russell had received a letter from a member regarding a letter of participation. She said they were meeting about this topic because a letter of participation was not something they had normally done.

M. Ross-Russell said the recommendation letters for the new members were drafted 5 weeks ago and they were still waiting to hear back about them. She said Dr. Brady had followed up with the Mayor's Office but had not yet heard back. A lack of response was also becoming an issue for Ryan White Part C providers who were reapplying for grants. Part C RW providers had to demonstrate they were participating in the HIV Integrated Planning Council. HRSA had required that the letters had come from the CEO's office, which would mean the Mayor. D. Law said they had gotten emails from members asking for a letter of participation.

Since there was a lack of response from the Mayor's Office, M. Ross-Russell said they had drafted a letter for members as a contingency. L. Diaz asked if they had sent the members the letter that they were appointed to HIPC. D. Law said they had usually sent the new members an orientation letter in anticipation of the appointment letters from the Mayor's Office. D. Law presented the committee with a copy of the draft letter. The letter stated that the member was recommended to the HIPC but did not state if they were appointed.

M. Ross-Russell further explained what OHP and HIPC members were waiting on from the Mayor and the process thus far. A member needed a letter of participation to verify to their supervisor that they were participating in the HIPC meetings. Another supervisor then emailed back asking for a letter of support for their grant application, an item HIPC generally does not provide. Per protocol, HIPC only provides letters of acknowledgement. M. Ross-Russell said the draft letter stated that the members had been recommended and they were in a holding pattern until the appointment letter was released.

D. Law said the letter did not specify that the member had participated in HIPC. It was a requirement for members to be an active voting member as part of the grant application for Ryan White Part C. M. Ross-Russell replied that she did not use the word "participate" in the document since it was too open-ended. J. Baez said that the letter seemed sufficient for now and that they could revise the letter if needed. The committee agreed that this would be the letter that they would send out. M. Ross-Russell said she would present the letter to Dr. Brady. She anticipated that she would not hear from Dr. Brady for the next few days since she was on vacation during this week.

J. Baez asked if they needed to inform HIPC of the situation in minute detail. M. Ross-Russell said they did not need to. D. Law asked if the letter was for veteran members as well as new members. M. Ross-Russell answered that the letter was to be sent only if the member needed it.

**Other Business:**

None.

**Announcements:**

M. Ross-Russell reminded the committee that allocations meetings were approaching. She announced that all subcommittee and HIPC meetings would be canceled in July. The only subcommittee meeting would be the Finance Committee on June 27th.

S. Heaven said her organization was having a Housing and Urban Development meeting in July and she may need to be excused from the meetings if she was needed.

M. Ross-Russell said the site visit for HIPC scheduled for July 16th to 19th. She said they may ask HIPC members to meet in-person for an interview.

**Adjournment:**

J. Baez called for a motion to adjourn. **Motion:** L. Diaz motioned; S. Heaven seconded to adjourn the June 2024 Nominations Committee meeting. Motion passed: Meeting adjourned at 12:54 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- June 2024 Nominations Committee Agenda
- April 11th 2024 Nominations Committee Minutes
- April 17th 2024 Nominations Committee Minutes