
VIRTUAL: Nominations Committee

Meeting Minutes of

Thursday, September 12, 2024

12:00 p.m. – 2:00 p.m.

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

Present: Juan Baez (Co-Chair), Michael Cappuccilli (Co-Chair), Lupe Diaz, Alan Edelstein

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

Call to Order: M. Cappuccilli called the meeting to order at 12:33 p.m.

Introductions: M. Cappuccilli skipped introductions.

Approval of Agenda:

M. Cappuccilli referred to the September 2024 Nominations Committee agenda and asked for a motion to approve. **Motion: L. Diaz motioned, M. Cappuccilli seconded to approve the September 2024 agenda. Motion passed: All in favor.** The September 2024 Nominations Committee agenda was approved.

Approval of Minutes (August 8th, 2024):

M. Cappuccilli referred to the August 2024 Nominations Committee minutes. **Motion: L. Diaz motioned; M. Cappuccilli seconded to approve the August 2024 Nominations Committee Meeting Minutes. Motion passed: All in favor.** The August 2024 Nominations Committee minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

None.

Discussion Items:

-Member End Terms-

M. Ross-Russell said that the HIPC Bylaws only allowed members to sit on HIPC for 4 consecutive terms or 8 years. They currently had 12 veteran members who would reach their term limits in 2025 or 2026. Membership was intentionally staggered so that the veteran members would not reach their term limit all at once. She said the problem they now faced was also that these 12 members had represented the bulk of the leadership positions in the subcommittees. To be a co-chair in a subcommittee, the member had to be in good standing for a year. With that in mind, she said they put more effort into recruiting as many members as they could so that members could find time to gain enough experience to become co-chairs. M. Cappuccilli asked how members were informed about their term limits. M. Ross-Russell said the members would be contacted and they could rejoin HIPC after one year.

M. Ross-Russell listed the individuals who would reach their term limit. She reminded the members that she would be retiring in September 2025. She said they need more HIPC members to step up or the subcommittees would not have leadership or members. M. Ross-Russell said she had gone back into the records to ensure that all the term limits were correct and that she knew precisely who was about to roll off.

M. Cappuccilli said that the first order of business should be to find a way to inform the expiring members about their term limit. M. Ross-Russell said she would contact the members by email. T. Dominique described S. Moletteri and her efforts to recruit more members. They had tabled at events, contacted DHH, and reached out to the members and provider. M. Ross-Russell said they would be discussing this at the next HIPC meeting today.

-Affiliate Member Organization Term Limit-

D. Law recalled that in their previous discussion last month, they had talked about the two representatives per organization guidance. She remembered that they were worried that they may have too many Philadelphia FIGHT members. D. Law said the office had reviewed the members' affiliated organizations and determined that there were two Philadelphia FIGHT members. She said both members would not be continuing their membership. They were anticipating three potential applications representing Philadelphia FIGHT. M. Cappuccilli asked if there was ever a problem that there were more than two members from the same organization. He asked if there could be an exemption to increase the number to three members per organization. L. Diaz said that could be acceptable since so many members were reaching their term limits. M. Ross-Russell said this guidance needed to be applied on a case by case basis. She said they needed to prioritize accepting more members into HIPC before they could revert back to the two representatives per organization. L. Diaz expressed her concerns that they would appear biased towards one organization if they had too many representatives from one organization. M. Ross-Russell said she had confidence that the members would be able to police themselves to prevent biased voting skewed at promoting one organization over the other. M. Cappuccilli asked if the site reviewers had flagged this issue as an area of concern. M. Ross-Russell replied that they had not. The committee agreed that they could allow more than 2 members from the same organization on a case by case basis. L. Diaz remembered that there was precedent for this decision before. M. Ross-Russell replied that one of the reasons they created the conflict of interest form was to ensure that they knew exactly which organization each member represented.

M. Cappuccilli asked D. Law if they could list the applicants' estimated term limits. D. Law said this was feasible. Since the two representatives per organization rule was a guidance, the committee decided they would conduct an unofficial vote. The committee unanimously voted to allow more than two members per organization on the HIV Integrated Planning Council.

-Open Nominations Process-

Normally the Nominations Committee would have a quorum of six members. During the meeting, there were four members attending. If the committee did not meet the quorum requirement, they were allowed to vote to go forward with the Open Nominations process with a quorum of less than six members.

The committee voted to move forward reviewing applications with four members. All four members were in favor.

A. Edelstein asked the other members to explain their thought process when it came to scoring the applications. M. Cappuccilli explained that he graded the applications on a score from 1 to 4. He generally graded the applicant well if they participated in HIPC and had a good attendance record. He stated that they played special emphasis on finding members and allowing members who were unaligned consumers to join HIPC. M. Cappuccilli said he would give an application a 2 if it was incomplete or they were unsure about the applicant's experience. M. Cappuccilli said they generally accepted the vast majority of applications. L. Diaz said she had a similar process.

A. Edelstein suggested that they should recruit more members from the suburban counties. He suggested that the OHP staff members could do presentations in the suburbs to increase registration. He said that many suburban people didn't know HIPC's role or believed that participating in HIPC involved too much engagement on their part without reward. M. Ross-Russell said that organizations receiving Part C funding were required to participate in HIPC.

The committee moved to review the applications starting with #128, #129, #127, #130, #111, #121, #112 and #115. The committee reviewed the applications and approved them for recommendation to the council. Applicant #120 was the first new member. They were representing Action Wellness. The committee determined that they did not have any more Action Wellness-affiliated members on HIPC since another member from Action Wellness had decided to leave HIPC. They decided to approve the application.

Applicant #123 and #126 were returning members without attendance issues. Their applications were accepted without issue. Applicant #122, #118, 119, 125, and 110 were new applicants. The committee had decided to approve their applications. Applicant #110 had a background in education with background research in HIV. The committee was impressed that the applicant had contacted the OHP office to express their interest in joining HIPC. Applicant #114 was a returning member from Philadelphia FIGHT. D. Law said the member had some absences but they did attend meetings. The committee approved the application. The committee voted to approve the application.

Applicants #116, #117, #124, and #113 were new members. The committee had approved these applicants. D. Law said that once these members were accepted, HIPC would have 41 members. The committee agreed to continue the discussion regarding recruiting more members from the suburbs. M. Ross-Russell said they should find out which members had represented an organization with Part C funding that had required them to participate in HIPC. L. Diaz said they needed to have an Executive Committee meeting soon. The committee agreed that they would choose a date through a poll to hold the Executive Committee meeting. A. Edelstein said they needed to create a formal process of succession for leadership positions where they trained members to assume leadership.

D. Law said there was difficulty for a member who wanted to include their tax certificate online. The member had wanted the committee to know that they had made an effort to include their tax information.

M. Cappuccilli asked what the chances were of veteran members returning to HIPC after reaching their term limit. M. Ross-Russell answered the chance of a member returning could go either way. Some members had another person from their organization who could take their place. Because of this, the member was comfortable with moving on from HIPC with the knowledge that someone from their organization could resume their duties. Other members were passionate enough about HIPC to continue their membership after the year break.

Other Business:

None.

Announcements:

A. Edelstein said that while he was watching the mayor's speech, he saw that a man had protested the mayor's stance on harm reduction before being escorted out.

Adjournment:

M. Cappuccilli called for a motion to adjourn. **Motion: A. Edelstein motioned; M. Cappuccilli seconded to adjourn the September 2024 Nominations Committee meeting. Motion passed: Meeting adjourned at 1:38 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- September 2024 Nominations Committee Agenda
- August 2024 Nominations Committee Minutes