

MEETING AGENDA

VIRTUAL:

Thursday, September 12, 2024

12:00 p.m. – 2:00 p.m.

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (August 8th, 2024)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Discussion item
 - Member End Terms
 - Affiliate Organization Member Limits
 - Fall Open Nominations
- ◆ Other Business
- ◆ Announcements
- ◆ Adjournment

Please contact the office at least 5 days in advance
if you require special assistance.

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The next Nominations Committee meeting is
VIRTUAL: October 10th, 2024 12:00pm - 2pm
Please contact the office at least 5 days in advance
if you require special assistance.

VIRTUAL: Nominations Committee

Meeting Minutes of

Thursday, August 8th, 2024

12:00 p.m. – 2:00 p.m.

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

Present: Michael Cappuccilli (Co-Chair), Lupe Diaz, Sharee Heaven

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, 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 August 2024 Nominations Committee agenda and asked for a motion to approve. **Motion:** M. Cappuccilli motioned; L. Diaz seconded to approve the August 2024 agenda. **Motion passed:** All in favor. The August 2024 Nominations Committee agenda was approved.

Approval of Minutes (June 13th, 2024):

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

Report of Co-chairs:

L. Diaz said J. Baez had not attended the last Executive meeting for the site visit. M. Cappuccilli said he would check in on J. Baez if he did not attend today's HIV Integrated Planning Council meeting (HIPC).

Report of Staff:

M. Ross-Russell asked if the staff members had received the letters from the city for the new and returning members. D. Law said she received some of the new members' letters and had forwarded it to them. She said they were still awaiting letters for the veteran members and that M. Ross-Russell was following up with the Mayor's Office to ensure the members received their letters.

Discussion Items:

-HIPC Attendance Review-

D. Law reported that accounting for members who resigned or had their terms expired, they had 38 members total and were in danger of having fewer than their 35 member threshold. She reminded the committee that a member would be in violation of attendance policy if they had three consecutive unexcused absences or five total unexcused absences in a planning year.

D. Law moved forward with the review of membership attendance. Member #1 had reapplied but they had not received an official appointment letter from the mayor. During the current planning year, the member had only attended one HIPC meeting. This member was an acquaintance of S. Nieves, a former Nominations Committee member. S. Nieves had convinced the member to attend a HIPC meeting after applying. The member had attended the meeting and felt that their demographic had been represented. S. Nieves had recommended that the member attend the Positive Committee because it was a smaller committee with a more casual atmosphere. S. Moletteri said they had reached out to them but they had not attended any of the Positive Committee meetings. T. Dominique remembered the member felt some concerns about being heard. M. Cappuccilli suggested waiting to see if the member would attend any upcoming meetings. The committee agreed that they would wait before they make a decision.

The next member had not attended any meetings during the planning year. Their term had ended and the member had not reapplied to HIPC. The committee decided it was best to move on without further action.

The committee reviewed the attendance record of member #6. The member had been absent from meetings for the whole year. D. Law said they knew the member's situation. She said the member did not have access to Zoom. The member had not been attending meetings for several years but they have reapplied every year their term was about to end. M. Cappuccilli said he would reach out to the member since they were close when the HIPC meetings were in-person.

Member #7 had attended one meeting. D. Law said she did not know the member personally. M. Cappuccilli volunteered to reach out to the member.

Member #13 had attended one HIPC meeting at the beginning of the planning year. They were once an active member of the Finance Committee. M. Cappuccilli said the member may have decided to step down from the HIPC due to complications in his life. D. Law said she did not receive notice from the member. L. Diaz said she had meetings with the member in other organizations. She concluded that if the member was going to other meetings while not attending meetings related to HIPC, it was a sign that the member was not interested in HIPC. She said she would talk to the member about their situation. D. Law said she recalled the member deciding to take a leave of absence, and L. Diaz suggested that the member may have stopped attending meetings due to strained relations with another member. She was concerned about pressing tensions between the two members. L. Diaz said she would still try to contact the member at her next meeting with them.

D. Law asked if member #14 had attended the last Positive Committee meeting. S. Moletteri replied that member #14 had attended the Positive Committee meetings consistently. They noted that the member had also attended the last allocations meetings. S. Moletteri said the member had occasionally attended HIPC meetings an hour late into the meetings on days where she was marked absent. M. Cappuccilli said they should reach out to the member and learn if there were any barriers to attending. S. Moletteri said they would ask the member at the next Positive Committee meeting.

Member #18 had not attended any meeting during the planning year. L. Diaz lamented that no matter how she tried to persuade the member, the member would not attend any meetings. D. Law said she had sent a reapplication letter to the member. The member was on their third term and D. Law said they would let the member roll off if they do not reapply.

The committee reviewed the attendance record for member #22. L. Diaz said she had not heard of this member before. The member had not attended any of the HIPC meetings during the year. The committee believed he was a member from the Children's Hospital of Philadelphia. M. Cappuccilli said he had reached out to the member last time and received no reply. L. Diaz said she had looked up the person's credentials and discovered the member now worked at Philadelphia FIGHT. M. Cappuccilli asked if they had a new email for the member. D. Law said she would send the member's secondary email to M. Cappuccilli so he could attempt to contact the member.

Member #24 had not attended any meetings during the planning year. D. Law reviewed the member's file for more information. D. Law said the member had not indicated they were associated with any organization and could be retired. M. Cappuccilli volunteered to reach out to the member.

D. Law said member #28's term was expiring. The member had not attended any meetings during the year. The committee agreed to let the member roll off.

Member #29 was a recent addition to HIPC. The member was from the New Jersey Department of Health. The member had attended some meetings but had more than 5 absences. T. Dominique believed the member was confused about when meetings took place. She said the member would send emails to the staff asking if the meeting had started. The member had attended the allocations meetings for New Jersey. M. Cappuccilli asked if this was a case where they had to remind the member right before a meeting. L. Diaz said if they had the member's email, she would remind him before the meeting.

D. Law said she had spoken with member #31 last year. The member had asked to be excused from every meeting.

D. Law said she had remembered that member #35 had worked downstairs from the OHP office. The member had only attended one meeting during the planning year. The member was added to HIPC last fall and was a medical case manager at PHMC. M. Cappuccilli volunteered to reach out to the member. L. Diaz noticed the member may now work for Philadelphia FIGHT and inquired about the number of Philadelphia FIGHT associated members. L. Diaz said that research into the member's background showed that the member was a medical case manager at Philadelphia FIGHT. T. Dominique concluded that this may mean that the member had not been receiving the emails that they had been sending her. L. Diaz said she would look for an email address to contact the member.

The committee would have a discussion on the two-member limit for each organization. L. Diaz was concerned that they had too many members from Philadelphia FIGHT in HIPC based on the two-member limit if the two discussed were FIGHT employees. T. Dominique said that

according to the attendance sheet, one of the Philadelphia FIGHT members was technically not a member despite continuing to attend meetings. D. Law agreed with T. Dominique that they should reach out to this member to reapply. D. Law said they should consider what they should do if both Philadelphia FIGHT members had decided to reapply. T. Dominique asked the committee what was the process if they had four members of the same organization coming to HIPC. She said they had members applying from different agencies and then joining the same organization during their term. D. Law said they would normally have the member report to them if their agency changes and then they would decide during the nominations process whether to remove or to keep the member. M. Ross-Russell reminded the members that they had developed the Conflict-of-Interest form to address this issue. T. Dominique said they had that form but it does not address the process of having more than two members of the same organization.

L. Diaz said their next course of action should be to contact members #22 and #35 before deciding what they would do next. She suggested convening the Executive Committee to discuss the issues. D. Law said they should confirm that the members were with Philadelphia FIGHT first. D. Law reminded that HIPC only had 38 members and not every member would reapply. She said this would put them in danger of falling below the required number of 35 members. T. Dominique said that member #36 had resigned a month ago. M. Ross-Russell confirmed this was correct. The committee decided they would gather accurate data on the members' affiliate organizations and then make a decision. The OHP staff would be contacting the individuals. M. Cappuccilli said he would report that they had discussed this issue during the Nominations Committee report during HIPC.

T. Dominique said there were some members who had not joined a subcommittee. Members #23 and #24 had not attended a subcommittee despite being out of the 3-month time window to join a subcommittee. D. Law asked K. Trinh to update the subcommittee section on the attendance sheet.

M. Ross-Russell explained that there was an issue with member #1's new application. Though recommended for reappointment, the city had not offered this person an appointment letter. The reasoning and next steps were still under consideration/being reviewed.

D. Law said once the subcommittee attendance sheet was updated, they should remind members to join the subcommittees. She said there were certain members who were concerned about their HIPC membership status since their jobs had conflicted with their ability to attend meetings.

L. Diaz said they should be cautious when asking people to join subcommittees since it may push people to leave HIPC in general. M. Ross-Russell warned that they needed more people to fulfill more roles. Otherwise, the members who were currently fulfilling more than one role could be burned out. L. Diaz suggested that they should ask each co-chair to invite members into their subcommittees during the committee report portion of the HIPC meeting.

The committee agreed to review the possibility of amending the bylaws in the future regarding having multiple members from the same organization. S. Heaven remembered that when she joined with another member from the same organization, she had to provide justification for

allowing two members with the same affiliation to join. L. Diaz remembered it was because S. Heaven and the other member were applying at the same time.

D. Law reviewed the Open Nominations Policy. She said the two member per organization rule was a guidance and not within the actual HIPC bylaws. M. Cappuccilli said they should settle this in their next Nominations Committee meeting. D. Law said they were having the Open Nominations Review panel in the next meeting and that there would not be enough time. M. Cappuccilli asked if they could have an emergency meeting. L. Diaz said they would need to have J. Baez at the meeting due to the number of legal issues they would need to navigate.

M. Ross-Russell asked S. Moletteri and T. Dominique if they could confirm the organization affiliations of the members through the conflict of interest forms they had just filled out. T. Dominique replied that the non-responsive members had not filled out those forms. M. Ross-Russell asked if the members could be contacted through an alternative or secondary email. L. Diaz said the members likely only had given their work email.

L. Diaz expressed her concern that other members or persons outside HIPC would say they were biased by skewing towards having more members in one organization than another. M. Cappuccilli said they needed a policy for removing people if they had more than two members from an organization. T. Dominique said she and S. Moletteri were recruiting people through events and had collected names for the newsletter. She said they could brainstorm new ideas to recruit people through the names collected that were recently added to receive the newsletter.

M. Cappuccilli asked how many applications did they have to review. D. Law replied that they had one application. M. Cappuccilli asked if they had time at the next meeting with only one application. D. Law said she did not know if they were going to recruit more people and have more applications by the time of the meeting. M. Cappuccilli suggested that they should try to have the bylaw discussion on the agenda for the next meeting. The committee agreed that they would attempt to do as M. Cappuccilli had suggested.

-Preparation for Fall Open Nominations-

D. Law said they had already touched upon this topic in the previous discussion. They only had received one application. She said she would send an email to members whose terms were expiring and mail a notice to those without email. L. Diaz asked if they had a flyer to join HIPC that she could use to advertise. S. Moletteri said they could make a flyer. D. Law said they should make the deadline for the application be August 30th so they would be in time for the Open Nominations review.

She said that since S. Nieves had resigned from HIPC, they would need one more person to have a 4-person panel. She encouraged the committee members to invite other members to join the panel. The members need to be an active participating member. The committee would decide to announce this during the HIPC meeting. The Fall Open Nominations would take place on September 12th. M. Cappuccilli said they would do an emergency meeting if they needed to. They would need to see what would happen between today and the next meeting.

Other Business:

None.

Announcements:

None.

Adjournment:

M. Cappuccilli called for a motion to adjourn. **Motion:** L. Diaz motioned; S. Heaven seconded to adjourn the August 2024 Nominations Committee meeting. **Motion passed:** Meeting adjourned at 1:50 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- August 2024 Nominations Committee Agenda
- June 2024 Nominations Committee Minutes

DRAFT