

MEETING AGENDA

VIRTUAL:

Thursday, March 13th, 2025

12:00 p.m. – 2:00 p.m.

- ♦ Call to Order
- ♦ Welcome/Introductions
- ♦ Approval of Agenda
- ♦ Approval of Minutes (January 9th, 2024)
- ♦ Report of Co-Chairs
- ♦ Report of Staff
- ♦ Discussion item
 - Member Attendance Review
- ♦ 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: April 10th, 2025 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, January 9th, 2025

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, 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 12:14 p.m.

Introductions: M. Cappuccilli skipped introductions.

Approval of Agenda:

M. Cappuccilli referred to the January 2025 Nominations Committee agenda and asked for a motion to approve. **Motion:** L. Diaz motioned; M. Cappuccilli seconded to approve the January 2025 agenda. **Motion passed:** All in favor. The January 2025 Nominations Committee agenda was approved.

Approval of Minutes (December 12th, 2024):

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

Report of Co-chairs:

None.

Report of Staff:

M. Ross-Russell said the Office of HIV Planning (OHP) was discussing solutions to the recommended members' voting rights situation. They had previously considered amending the bylaws to allow recommended members voting power as they waited for their appointment letters from the Mayor's Office. However, this turned out not to be possible. M. Ross-Russell said this topic would be a discussion item at the HIPC meeting to discuss how they would handle the situation. M. Cappuccilli asked about the proposed process in regards to voting. M. Ross-Russell replied that, instead, recommended members could state what their vote would have been. This could occur before the official vote so recommended members could add their input, ask any questions, and explain their voting decision. She hoped this would signal that HIPC valued the recommended members' input and that it would make them feel included. M. Cappuccilli believed that they would be able to navigate the situation smoothly as long as they were transparent with their thought process. He said people expected the government procedure to be timely.

D. Law asked if veteran members were able to vote if their term expired but they had not been reappointed. M. Ross-Russell answered that once a member had been appointed, they would

retain their voting rights while waiting for reappointment. D. Law said she had asked because there were at least two members who did not serve consecutive terms and were waiting for reappointment. M. Ross-Russell replied that those members would have to be treated as new recommended members since they had to go through the new member process again.

T. Dominique announced they were to recruit new members at the Aging with HIV Symposium on the 20th and 27th. K. Trinh announced that one member would be retiring in February. The committee discussed whether the member would be attending the HIPC meeting later that day and whether the resignation from HIPC was immediate. The member's term would have ended in Fall 2025. The membership number would drop to 39 members if they included the recommended members.

Discussion Items:

-New Member Orientation-

M. Cappuccilli asked if they had confirmed a date for the New Member Orientation. D. Law replied that they did not have a date yet. M. Ross-Russell recommended that they hold the orientation as soon as possible since some of the recommended members had been on HIPC for 4 months. She suggested having the orientation in February. D. Law said they were postponing the orientation because they had not yet received the appointment letters from the Mayor's Office. She said they didn't want to invite someone to Orientation when they didn't know if the member would be appointed by the mayor. M. Ross-Russell said it was important to have the orientation because they needed to communicate their expectations to the new members.

M. Cappuccilli asked the committee to remind him how they had conducted the orientation in the previous year. D. Law said they had scheduled Orientation during a Nominations Committee meeting time slot and then they had met virtually. Afterward, they had a Roles and Responsibilities presentation at the HIPC meeting on the same day. S. Moletteri said they would be having the Roles and Responsibilities presentation at the next HIPC meeting, but that didn't mean they could have a different presentation for the HIPC meeting following the Orientation. D. Law would review the orientation slides and see if a topic could be expanded and presented at the next HIPC meeting.

The committee reviewed the orientation slideshow. D. Law said the presentation was similar to the one from last year. The committee and staff divided the slides among themselves. M. Ross-Russell would be assisting with the presentation of the slide on Ryan White HIV/AIDS program funding. S. Moletteri said they needed to update the slide on HIPC demographics. M. Cappuccilli suggested that instead of focusing on presenting the demographic information, they focus on letting the HIPC members know that they collected the information/the importance of collecting such information. He felt that the amount of information from the slide alone had curtailed the pacing of the orientation. M. Ross-Russell said they could direct the members to their website if they wanted to see the full scope of the data.

M. Ross-Russell said she had updated the Roles and Responsibilities definition to be more consistent with the HRSA website. The staff were to present the slides corresponding to their subcommittees. M. Ross-Russell said she would update the slideshow and send it to the committee before the end of the day.

One slide had answers to a quiz the committee had given to new members in the previous year. The link to the quiz was no longer available. S. Moletteri said they had to remove the quiz because some of the information was outdated. L. Diaz suggested they have a quiz done live during the presentation and have the new members answer the questions through a poll.

The committee decided they would aim to have Orientation in February. They discussed different dates in which they were available to attend. They decided that OHP staff send out a poll via email with potential dates to finalize the date for the orientation.

Other Business:

None.

Announcements:

None.

Adjournment:

M.Cappuccilli called for a motion to adjourn. **Motion: L. Diaz motioned; S. Heaven seconded to adjourn the January 2025 Nominations Committee meeting. Motion passed: Meeting adjourned at 1:23 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- January 2025 Nominations Committee Agenda
- December 2024 Nominations Committee Minutes