

VIRTUAL: Nominations Committee

**Meeting Minutes of
Thursday, March 13th, 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), Sharee Heaven, Stacy Smith

Excused: Lupe Diaz

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

Call to Order: M. Cappuccilli called the meeting to order at 12:10 p.m.

Introductions: M. Cappuccilli skipped introductions.

Approval of Agenda:

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

Approval of Minutes (January 9th, 2025):

M. Cappuccilli referred to the January 2025 Nominations Committee minutes. **Motion:** M. Cappuccilli motioned; J. Baez seconded to approve the January 2025 Nominations Committee Meeting Minutes. **Motion passed: All in favor.** The January 2025 Nominations Committee minutes were approved.

Report of Co-chairs:

M. Cappuccilli reported they held the New Member Orientation last month and did not have a Nominations Committee meeting.

Report of Staff:

M. Ross-Russell thanked C. Steib for handing out the recruitment flyers at his organization's event. She reported that the Office of HIV Planning (OHP) staff had been recruiting new members at various events since October 2024. She said Dr. Brady had also agreed to pass out flyers. T. Dominique said they had also been inviting people to join the HIV Integrated Planning Council (HIPC) through the newsletter. T. Dominique had also been placing recruitment flyers in public spaces such as community boards and coffee shops. M. Ross-Russell reported that so far, they had not received new applications. S. Moletteri shared the flyer with the committee.

D. Law reported OHP received the appointment letters and sent them to all the recommended members. S. Smith, one of the recommended members, confirmed that she had received her

letter. D. Law reported that they would normally have the application review process at this time of the year. However, they did not have enough applications to review. Instead, they would be reviewing the member attendance.

Discussion Items:

-Member Attendance Review-

D. Law explained the member review attendance process. The committee would view each member's attendance record. If the member had enough unexcused absences, the committee would reach out to the member to learn about the barriers preventing the member from attending. If a member missed three consecutive meetings or five meetings total in a planning year, they could be removed from HIPC. The committee were generally lenient regarding absences and understood that many of the members had other priorities. If a member needed to be absent from the meeting, they could contact the OHP staff to be excused from the meeting. An excused absence did not count against the member.

Member #12 was a recommended member and only attended one HIPC meeting. S. Smith said this person had recently moved to the area and was still settling down. S. Smith said she would help the member with reminders.

Member #13 had not attended any of the HIPC meetings during the planning year. The committee was aware that the member could not attend meetings due competing priorities. The member did not attend the HIPC meetings but was able to attend certain subcommittee meetings depending on the meeting's scheduled timeslot. S. Moletteri had agreed to reach out to this member to ascertain their situation.

Member #16 had a consistent record of attending the Prevention Committee. However, they had not attended the HIPC meetings in the planning year. Previously, the member was not told to reapply for HIPC membership. Consequently, their membership had lapsed and they were not technically a member for a year. The member had reapplied and were forced to be considered a new member despite previous attendance. The committee believed this member had stopped attending HIPC meetings as they awaited their appointment letter from the Mayor's Office. The committee decided they would wait to see if the member would attend meetings now that they had received their appointment letter.

The next member was a recommended member. Member #19 had only attended one HIPC meeting. This member had not attended the New Member Orientation. D. Law said she had contacted the member but had received no response. M. Cappuccilli asked if he could contact the member. D. Law said she would forward the member's information. S. Smith said the member was most likely deceased. She had looked into the member's background and discovered an obituary matching the member's name and background. M. Ross-Russell confirmed that it was likely the same person.

Member #21 was a recommended member. They had not attended a HIPC in the current planning year. M. Cappuccilli volunteered to contact this member.

Member #22 had been present in almost all HIPC meetings. However, they had not joined a subcommittee, which was a requirement for HIPC membership. A HIPC member was required to attend at least one subcommittee meeting per month along with the regular HIPC meeting. T. Dominique said this member was unresponsive to emails and messages regarding subcommittees. The committee wondered if the member would be more responsive if they were contacted by a fellow member. S. Heaven volunteered to contact this member.

Member #23 had previous attendance issues in the last planning year. They were having attendance issues in the present planning year as they had not attended any HIPC meetings. Last year, M. Cappuccilli had attempted to contact the member but received no response. M. Cappuccilli had agreed to try contacting the member again.

Member #28 had missed four consecutive HIPC meetings. The member was not a new member and was part of the Comprehensive Planning Committee (CPC). The member had not attended the past few CPC meetings and had asked someone from the New Jersey Department of Health to attend the meetings and record notes. M. Ross-Russell said she knew the member had also participated in the New Jersey HIV Planning Group and likely had scheduling conflicts. The committee decided they would not have further action as they understood the member's situation.

Member #31 had consistent attendance issues. D. Law explained this member did not have access to the internet and could not attend the meetings since they were virtual. D. Law said the member may have had health issues that prevented them from attending meetings. S. Smith asked if they could ask the member to attend the meetings by phone. M. Cappuccilli said they needed to decide whether to keep the member on HIPC or not. M. Ross-Russell suggested that D. Law should contact this member since they may not respond to anyone else.

Member #32 was a Prevention Committee member. They had only missed two HIPC meetings. T. Dominique said the member had personal issues which prevented them from attending. The committee decided no action was needed.

Member #35 had not attended a HIPC meeting in the current and previous planning year. The committee wondered if their absence was related to their job. The committee decided they would contact the member to learn what their situation was. J. Baez volunteered to contact the member.

The committee reviewed the membership attendance sheet for members who had yet to join a subcommittee. Members #9, #12, #20, #21, #38, and #39 had not joined a subcommittee yet. They had a total of 38 members.

Other Business:

None.

Announcements:

None.

Adjournment:

M.Cappuccilli called for a motion to adjourn. **Motion:** M. Cappuccilli motioned; J. Baez seconded to adjourn the March 2025 Nominations Committee meeting. **Motion passed:** Meeting adjourned at 1:20 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- March 2025 Nominations Committee Agenda
- January 2025 Nominations Committee Minutes