

# MEETING AGENDA

## *VIRTUAL:*

*Wednesday, June 11th, 2025*

*12:00 p.m. – 2:00 p.m.*

- ♦ Call to Order
- ♦ Welcome/Introductions
- ♦ Approval of Agenda
- ♦ Approval of Minutes (April 10th, 2025 and May 8th, 2025)
- ♦ Report of Co-Chairs
- ♦ Report of Staff
- ♦ Discussion item
  - Open Nominations
- ♦ Other Business
- ♦ Announcements
- ♦ Adjournment

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

Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia, PA 19107  
(215) 574-6760 • FAX (215) 574-6761 • [www.hivphilly.org](http://www.hivphilly.org)

The next Nominations Committee meeting is

**VIRTUAL: July 10th, 2025 12:00pm - 2pm**

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

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**VIRTUAL: Nominations Committee**

**Meeting Minutes of  
Thursday, April 10th, 2025  
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), Michael Cappuccilli (Co-chair), Lupe Diaz, Ariann Garcia, Sharee Heaven, Stacy Smith

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

**Call to Order:** M. Cappuccilli called the meeting to order at 12:02 p.m.

**Introductions:** M. Cappuccilli asked for introductions.

**Approval of Agenda:**

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

**Approval of Minutes (March 13th, 2025):**

M. Cappuccilli referred to the March 2025 Nominations Committee minutes. **Motion:** M. Cappuccilli motioned; S. Heaven seconded to approve the March 2025 Nominations Committee Meeting Minutes. **Motion passed:** 3 in favor. 2 abstained. The March 2025 Nominations Committee minutes were approved.

**Report of Co-chairs:**

None.

**Report of Staff:**

M. Ross-Russell reported they were working with the Division of HIV Health (DHH) to monitor the situation now that the federal government had begun defunding various programs and agencies.

D. Law said they normally reviewed new applications for the HIV Integrated Planning Council at this time. However, they would need to postpone this since they had only received two applications. One application was incomplete. D. Law had contacted both persons and was not able to reach them. She reported that they would not have any members reaching their term this round. She said DHH had sent out a recruitment letter and she hoped this would encourage more people to apply. If they received enough applications, there would be a midterm application

review. M. Ross-Russell added that Dr. Brady had sent the email earlier this week and it contained the flyers created by S. Moletteri and T. Dominique.

### **Discussion Items:**

#### ***-Member Outreach Results-***

S. Smith mentioned that she had reached out to one of the members and convinced them to join a committee.

S. Moletteri had volunteered to contact one person. The person was active in subcommittees outside of HIPC and its subcommittees. They explained that the member's busy schedule had prevented them from attending meetings. When the meeting time was situated at the right time, the member had attended the meetings. D. Law wondered if they could change the member's absences into excused absences. S. Moletteri suggested instead reminding the member about their obligation to attend meetings right before the meeting. L. Diaz questioned whether it was appropriate to keep someone on HIPC who did not prioritize attending meetings, especially at the expense of someone who would actively participate. S. Moletteri believed there could be a factor of the member forgetting about the meeting dates. The member had remembered to attend meetings when the meetings were in-person. M. Ross-Russell suggested reminding the member about the meetings a week in advance and again shortly before each meeting. If the member still failed to attend, the Nominations Committee could conclude that the issue was not simply a matter of forgetfulness. The committee agreed to see if the member would start attending meetings before taking action.

T. Dominique asked if taking a leave of absence would affect their membership. D. Law said it would not affect their membership. A member can have a leave of absence for up to 6 months per. Members usually had a leave of absence due to situations such as medical or life situations.

M. Cappuccilli had volunteered to reach out to two members. He had called and sent an email to both members but did not receive a response. One member had not attended more than half of the HIPC meetings. The other member was absent from meetings but had attended the last HIPC meeting and M. Ross-Russell said they had voted in that meeting. T. Dominique said this person had recently received their recommendation letter from the Mayor's Office and they were likely waiting for the letter before attending meetings. The committee agreed they would wait to see how the situation would unfold.

The committee decided they would remove the first member from the HIPC membership due to attendance violation.

**Motion:** M. Cappuccilli motioned, L. Diaz seconded to remove the member from the HIV Integrated Planning Council Membership.

M. Cappuccilli: In Favor  
L. Diaz: In Favor  
S. Smith: In Favor  
A. Garcia: In Favor  
J. Baez: In Favor

S. Heaven: In Favor

**Motion Passed:** All in Favor. The motion to remove this member was passed.

S. Heaven was able to contact a member. At the time, the member was on vacation but they had expressed continued interest in HIPC. The member did not have attendance issues in HIPC but they did not fulfill the requirement to attend at least one subcommittee meeting per month. S. Heaven asked the member to join a subcommittee and the member was unsure which committee to join. S. Heaven recommended joining the Nominations Committee. S. Heaven believed the member would select a committee once they had returned from vacation.

D. Law had volunteered to contact a member. The member would regularly attend meetings when there were in-person meetings but was inactive now that the meetings were virtual. D. Law said this member had issues with using technology and could only be contacted by mail delivered to their home. L. Diaz asked which membership category the individual represented.

L. Diaz, being mindful of the legislative language and the HIPC's Bylaws, asked M. Ross-Russell how many unaligned consumers they had in their membership. She explained that the number was previously 23% but this had included members who were affiliated. When excluding members who were affiliated, the number would decrease to 16%. She said this had been a discussion with their project officer since last year and has been an ongoing issue for HIPC and surrounding organizations. The issue had been a residual since COVID-19. L. Diaz was worried because the legislation and their Bylaws had specified 33% of the membership had to be unaligned consumers. M. Ross-Russell said their project officer was stricter with the member composition. L. Diaz said their meeting with the project officer proved that it was possible for the project officer to ask about the percentage of unaligned consumers. She said it was imperative that the committee members would help the OHP staff recruit more members with lived experience.

J. Baez stated that they couldn't just place people on the Planning Council for the sake of meeting quotas. These members had to assume the responsibilities of the membership. J. Baez said he was in favor of removing inactive members because members have had multiple chances to continue their membership and the committee had attempted multiple times to break down the barriers to attending. Even after these attempts, if the member was still unable to attend, J. Baez said they should not be allowed on HIPC. The committee agreed that D. Law would attempt to reach out to the member. J. Baez said the member could try to connect to meeting through community spaces. If the member was still unable to attend, they would have to remove them from HIPC. M. Ross-Russell said this member had the same issue as the other member with attendance issues. If they reached out to this member and the member's attendance issue continued, they would need to remove them from HIPC.

J. Baez had attempted to contact a member with attendance issues. He reported receiving no response from the voicemail he left. The member had been missing for ten consecutive meetings. The committee had formerly known the member had worked at PHMC but they were unsure if the member was still working there. S. Smith, based on a quick background search, speculated that the member was working at Philadelphia FIGHT.

**Motion:** J. Baez motioned, M. Cappuccilli seconded to remove the member from the HIV Integrated Planning Council Membership.

J. Baez: In Favor  
M. Cappuccilli: In Favor  
L. Diaz: In Favor  
S. Smith: In Favor  
A. Garcia: In Favor  
S. Heaven: In Favor

**Motion Passed:** All in Favor. The motion to remove this member was passed.

D. Law listed 3 members without attendance issues but had not joined a subcommittee. S. Heaven, M. Cappuccilli and S. Moletteri said they would contact these members to follow up with them.

With the removal of the two members, D. Law counted that they had 36 members. The percentage of unaligned consumers was 14%. They were still above the 35 member requirement set by the HIPC Bylaws.

**Other Business:**

None.

**Announcements:**

None.

**Adjournment:**

M. Cappuccilli called for a motion to adjourn. **Motion:** S. Heaven motioned; J. Baez seconded to adjourn the April 2025 Nominations Committee meeting. **Motion passed:** Meeting adjourned at 1:09 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- April 2025 Nominations Committee Agenda
- March 2025 Nominations Committee Minutes

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**VIRTUAL: Nominations Committee**

**Meeting Minutes of  
Thursday, May 8th, 2025  
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, Alecia Manley, Stacy Smith

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

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

**Call to Order:** J. Baez called the meeting to order at 12:06 p.m.

**Introductions:** J. Baez asked for introductions.

**Approval of Agenda:**

J. Baez referred to the May 2025 Nominations Committee agenda and asked for a motion to approve. **Motion:** L. Diaz motioned; S. Heaven seconded to approve the May 2025 agenda.

**Motion passed:** All in favor. The May 2025 Nominations Committee agenda was approved.

**Approval of Minutes (April 10th, 2025):**

J. Baez referred to the April 2025 Nominations Committee minutes. L. Diaz asked if they could remove the section where she asked about a member's lived experience. It was decided that they would table the approval of the minutes.

**Report of Co-chairs:**

None.

**Report of Staff:**

D. Law reported she had mailed requests to three members who had attendance issues to call the Office of HIV (OHP). She said she had not heard from the members yet. S. Moletteri was to host the Positive Committee meeting next week in-person.

The OHP office had received six applications for HIPC. Of the six applications, only two applications were completed. The rest of the applications were incomplete. D. Law said she had emailed and called these candidates. She only received one call back. Two of the candidates had not responded to the email and their phone numbers were disconnected.

M. Ross-Russell said they sent recruitment emails with flyers to medical case managers today and they were looking to send organization directors next Monday. She said they knew some

HIPC members were reaching their term limits by the fall and they were preparing for that day by bolstering membership numbers through recruitment.

### **Discussion Items:**

#### ***-Member Representation Review-***

D. Law brought a spread onto the screen with the membership data as of April 2025. The information was broken down by gender, race/ethnicity and whether they were aligned or a consumer. They were currently at 36 members with 14% of the membership being unaligned members. In terms of race/ethnicity, membership demographics comprised 33.33% Non-Hispanic (NH) White, 41.67% NH Black, 19.44% Hispanic, and 5.56% Asian/Pacific Islander. HIPC hoped to have a membership composition that mirrored the epidemic. The most recent demographics for the epidemic was 22.3% NH White, 58.2% NH Black, 15.4% Hispanic, and 1% Asian Pacific Islander. Membership comprised 44.44% of those who identified as male, 50% who identified as female and 5.56% who identified as transgender. The demographics of the epidemic had comprised 71% of individuals who identify as male, 28% who identified as female and 1% who identified as transgender.

Going through the spreadsheet, D. Law looked to find areas where they were missing representation. She said they lacked representation for local public health agencies, non-elected community leaders, Part D grantees, members of federally recognized Native American Tribe, and individuals co-infected with Hepatitis B or C. M. Ross-Russell said legislatively, these were the categories they were expected to fill but the recent annual progress report categories no longer matched the legislation.

By September 30, 2024, they had 14 members with expiring terms. About 9 members had reapplied to HIPC. By 2025, 6 members would reach their term limit.

T. Dominique drew attention to the fact that they still used transgender and non-binary categories in their document. She asked how they intended to straddle the line between providing representation while also fulfilling the federal executive order that there would only be two genders. M. Ross-Russell replied they were limited by what they could do under the circumstances. She believed they needed to inform their transgender and non-binary members of the situation and collaborate with them on a way forward. She said they have had meetings with their project officer from March 2024 to February 2025. She said their project officer had said they needed to put forth more effort in ensuring representation had met the expectations of HRSA.

J. Baez asked whether agencies could be requested to replace members nearing their term limits with new members from the same agency. M. Ross-Russell replied they had reached out to the individuals reaching their term limit and to agencies through their outreach efforts.

D. Law presented another chart with more information on member demographics. She reminded the committee that they had a 55-member limit. With 36 members in HIPC, she said they had much room to grow, considering a significant number of their membership would be reaching their term limit. She then compared the statistics of the membership with an idealized version that had matched the demographics of the epidemic. For example, they had 15 NH Black

members and they needed 32 NH Black members to reach their ideal representation. She reminded the committee that they needed to have 33% representation of unaligned consumers and only had 14% representation.

Going forward, they hoped to recruit more individuals from federally qualified health centers, local health agencies, substance abuse providers and Part D providers. She explained that those categories were either lacking representation or would lack representation in the future when a member reached their limit.

J. Baez said they should have a midterm application review. D. Law said they could not do an application review today because S. Moletterri had not redacted the information. She said they could set a date in the future if everyone was in agreement. The committee was in agreement that they should have an application review as soon as possible. Most of the members who would be reaching their term limits were co-chairs and they needed members who could fulfill those roles. L. Diaz asked if members would be eligible for co-chair positions based on the date they received their appointment letter from the city. M. Ross-Russell said they were assuming that would be the case. M. Ross-Russell also reminded the committee that individuals needed to be a member for one year before becoming a co-chair.

D. Law asked if they would want to have the application review in June. L. Diaz believed it was the appropriate course of action because it provided additional time for submissions without delaying the review process.

**Other Business:**

None.

**Announcements:**

L. Diaz thanked the OHP staff for their recruitment efforts.

**Adjournment:**

J. Baez called for a motion to adjourn. **Motion:** L. Diaz motioned; J. Baez seconded to adjourn the May 2025 Nominations Committee meeting. **Motion passed:** Meeting adjourned at 12:53 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- May 2025 Nominations Committee Agenda
- April 2025 Nominations Committee Minutes