

**HYBRID: Nominations Committee**

**Meeting Minutes of**

**Thursday, January 8th 2026**

**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:** T. Burroughs, J. Baez (Co-Chair), D. D’Alessandro, A. Edelstein, S. Heaven, A. Manley, S. Smith

**Staff:** Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh, Kristin Wilson

**Call to Order:** J. Baez called the meeting to order at 12:08 p.m.

**Introductions:** J. Baez asked for introductions. Those on Zoom introduced themselves via the chat, and those in person verbally introduced themselves.

**Approval of Agenda:**

J. Baez referred to the January 2026 Nominations Committee agenda and asked for a motion to approve. **Motion: S. Smith motioned; J. Baez seconded to approve the January 2026 agenda. A poll was launched to record the votes. Motion passed: 2 in favor.** The January 2026 Nominations Committee agenda was approved.

**Approval of Minutes (December 11th, 2025):**

J. Baez referred to the December 2025 Nominations Committee minutes. **Motion: A. Manley motioned; J. Baez seconded to approve the December 2025 meeting minutes. Motion passed: 2 in favor. 1 abstained.** The December 2025 Nominations Committee meeting minutes were approved.

**Report of Co-chairs:**

None.

**Report of Staff:**

S. Moletteri said the NJ Town Hall was on January 13th at the Cherry Hill. They reported 14 people had registered for the town hall event. They would have presenters for three topics: Emergency Financial Assistance (EFA), Benefits, and Housing. PHMC would present on EFA. AIDS Law Project would present on Benefits. A representative from St. Clare would present on Housing.

D. Law announced they would table their membership attendance review until the following month. Depending on their schedule and how many applications they receive, they would hold Open Nominations again in March. At this moment, they had about 21 recommended members who were not seated on the HIV Integrated Planning Council (HIPC).

T. Dominique reported the recommendation letters were currently being pushed and they would provide an update soon. She then said HIPC would be moving to hybrid meetings starting in February. She recommended that all the members should meet in-person if they were able to.

**Discussion Items:**

***-Open Nominations-***

D. Law said they had seven applications to review. They needed to have 35 members to reach compliance with their ByLaws. At the moment, they had 22 full members if they didn't include recommended members. Similarly, the HIPC membership needed to recruit more people with lived experience. Their ByLaws stated 33% of their membership needed to be people with lived experience. D. Law informed the panel members that they currently sat at 14% representation from people with lived experience. Furthermore, D. Law noted that their membership representation from the NJ counties was lacking. The NJ counties represented 12% of the epidemic and had not met this in their membership numbers. T. Dominique reminded the review panel members that these numbers had not included the recommended members and they had made strides to recruit more NJ members more recently.

With one recommended member withdrawing their application and another full member likely to step down from their membership, D. Law estimated they would have 43 members if they included recommended members. J. Baez said it was prudent that they reviewed applications with the key demographics in mind. D. Law said they should have 1 unaligned member for every 2 providers.

T. Dominique said their project officer was concerned about the number of unaligned members in HIPC and advised them to recruit more unaligned members. J. Baez asked D. Law to define an unaligned consumer for those who were unfamiliar. D. Law said an unaligned consumer was a person who used services and was not affiliated with an organization or sat on a board.

Going to the scoresheet, D. Law said an applicant achieved a perfect score if they had a score of 16. Review panel members were given redacted applications and were asked to score applicants on various areas from 1 to 4. D. Law said none of the applicants were able to submit their tax certification and none of them had attended a meeting.

The review panel started with applicant #167 and had a score of 11.666 out of 16. D. Law believed this member was unaligned. T. Dominique confirmed the applicant was unaligned. J. Baez said he had scored this applicant highly because they were a consumer. D. D'Alessandro concurred. J. Baez motioned and D. D'Alessandro seconded to vote on the application for recommendation to the HIPC membership. 6 members were in favor and 1 member was against recommending the applicant to the Planning Council. Applicant #167 was recommended to be a member of HIPC.

Applicant #169 was scored 13.16666. D. Law said this applicant was still interested in joining HIPC. T. Dominique said this applicant was referred to the council by another HIPC member and asked if this was acceptable with review panel members. The review panel members said they had no issue with this. The review panel voted 5 in favor and 1 abstained.

Applicant #170 had a score of 13.1666. D. Law had left a voicemail for this person, but had received no response. She said the person was from NJ and was not affiliated with an organization. It was possible the applicant was not a consumer. J. Baez asked if recommending the members would skew their demographic numbers. D. Law said they currently had 5 NJ members. J. Baez asked if these members had attendance issues. D. Law replied one NJ member was likely to leave HIPC soon, but they didn't have confirmation of this yet. T. Dominique added that this member was on sabbatical and had attendance issues beforehand. J. Baez said he was always in favor of adding people to the council if they could contribute with their experience and representation. J. Baez motioned for a vote. S. Heaven seconded the motion. Seven members were in favor. Applicant #170 was recommended to be a member of HIPC.

Applicant #165 had a score of 12.1666. J. Baez said he had scored them a 12 and felt that their background in Mental Health Services would be a great addition to HIPC. He felt the topic was more important than ever. D. D'Alessandro said she had concurred. J. Baez motioned for a vote. D. D'Alessandro seconded the motion. The committee voted 7 in favor. Applicant #165 was recommended for HIPC membership.

Applicant #166 had scored 11.333 out of 16. D. Law said they had not received a response from this applicant. She said this was expected since the applicant had applied in October. D. D'Alessandro said she had scored them an 11 because of their inexperience and status as a student. Otherwise, she said she found no red flags that would bar the student from being recommended. J. Baez said the applicant was 20 years old and a non-elected community leader. He felt that representation from people who were younger was important. T. Dominique said the applicant was Asian and there would be an overrepresentation of Asian people on the Planning Council in comparison to the epidemic. J. Baez said the applicant's age was likely to be a stronger deciding factor on whether the applicant was recommended to HIPC. T. Dominique said if the applicant was recommended to HIPC, they would be the youngest member. J. Baez motioned to recommend the applicant for membership in HIPC. D. D'Alessandro seconded the motion. The committee voted 7 votes in favor. The applicant was recommended to HIPC with all votes in favor.

Applicant #168 had a score of 11.33. The applicant was also an Asian-Pacific Islander. J. Baez said this applicant was a consumer. D. Law said the applicant was not responsive to her email and call. S. Moletteri said the applicant was present at a town hall meeting. J. Baez said they might be able to reach this person through text messages. S. Moletteri said the applicant said they had attended a meeting but their records had said otherwise. It was possible that the applicant had mistaken the town hall event as a Positive Committee meeting. D. D'Alessandro voiced her concern about the applicant's knowledge of HIPC, but said she would vote to recommend the applicant for membership. J. Baez motioned for a vote. S. Heaven seconded the motion. 7 votes were in favor. The applicant was recommended for membership to HIPC unanimously.

D. Law said she could not reach applicant #164 through email or through a phone call. D. D'Alessandro said she had rated the applicant with low scores. The applicant was a student and D. D'Alessandro felt the applicant was trying to gain experience through HIPC. T. Dominique said the person had not only met them at the tabling event but had also responded when they had followed up with the applicant. Similarly J. Baez said he had not scored the applicant highly. He

felt that the applicant's demographics did not match the epidemic. He was also concerned that as a student, the applicant would not show much engagement and would not be able to contribute to the discussions during meetings. D. Law said the applicant had applied in October. Since then, she had invited them to their November and December HIPC meetings. The applicant had not attended either meeting. A. Edelstein said the applicant wanted to learn and gain public health experience. He felt this was an invaluable trait and motioned to have a vote. J. Baez seconded the motion. The committee voted and the vote resulted in a tie with 3 in favor and 3 against recommending for membership. A second vote was launched through Zoom. Two votes were in favor, 3 votes were against and 1 vote was abstained. The applicant was not recommended for membership. J. Baez said he had hoped this applicant would continue to stay involved and would reapply after they had accrued more experience.

T. Dominique said although they were reviewing applications more frequently, each member's terms would start and end at the same time so they would not need to worry about term limits being reached at the same time.

Six out of seven applications were recommended to the planning council. T. Dominique said she would reach out to each applicant as the Mayor would require more information from them before they were seated on the Planning Council. She noted they had not changed the language on their application regarding gender identity and were waiting to see how the Mayor's Office would respond to their last round of applications.

With the Open Nominations Process concluded, D. Law summarized that they would have 49 members if the recommended members were included.

**Other Business:**

None.

**Announcements:**

T. Dominique announced the HIV Is Not a Crime Ball would be taking place on February 28th.

**Adjournment:**

J. Baez adjourned the meeting at 1:17 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- January 2026 Nominations Committee Agenda
- December 2025 Nominations Committee Minutes