

VIRTUAL: Nominations Committee
Meeting Minutes of
Thursday, March 14, 2024
12:00 p.m. – 2:00 p.m.

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

Present: Lupe Diaz, Michael Cappuccilli, Shane Nieves, Juan Baez

Excused: Sharee Heaven

Staff: Tiffany Dominique, Debbie Law, Sofia Moleteri, Kevin Trinh

Call to Order: J. Baez called the meeting to order at 12:07 p.m.

Introductions: J. Baez skipped introductions.

Approval of Agenda:

J. Baez referred to the March 2024 Nominations Committee agenda and asked for a motion to approve. **Motion:** L. Diaz motioned; M. Cappuccilli seconded to approve the March 2024 agenda. **Motion passed:** 4 in favor. The March 2024 Nominations Committee agenda was approved.

Approval of Minutes (February 8th, 2024):

J. Baez referred to the February Nominations Committee minutes. **Motion:** L. Diaz motioned; M. Cappuccilli seconded to approve the February 2024 Nominations Committee Meeting Minutes. **Motion passed:** 4 in favor, 2 abstaining. The February 2024 Nominations Committee minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

S. Moleteri mentioned they would be voting on the material reviewed in the previous meeting in the March HIPC meeting.

Discussion Items:

-Membership Attendance Review-

D. Law described the membership attendance review process. She said they would review each member and their attendance record. Then they would determine if the member needed action and the course of action required. She said 5 absences or 3 absences in a row per year would warrant action from the committee.

D. Law said they had 41 members. She said they needed at least 33% of the membership to be people living with HIV (PLWH). At the moment, the HIV Integrated Planning Council had only 31% of its membership be PLWH. The committee concluded that they could not risk dismissing

anyone from HIPC. D. Law said she had sent the member a reminder through email that her term was expiring soon and encouraged her to reapply.

The committee reviewed the attendance of member #1, who was recorded to not be in attendance since September 2023. S. Moletteri said they had spoken to member #1 last year and member #1 reiterated that she was still interested in attending HIPC and was still receiving the HIPC meeting invites. S. Moletteri said they remembered member #1 attended two HIPC meetings in the past. S. Nieves volunteered to reach out to member #1 to encourage her to resume attending meetings. Member #1 would later call S. Nieves during the meeting, explaining that she was still attending the HIPC meetings. She said she had attended under a different name.

Member #3 was a member of the Positive Committee. D. Law said member #3 was still interested in attending meetings but lacked the technology to attend the online meetings. S. Moletteri said member #3 was not attending the Positive Committee meetings either. S. Moletteri was told that member #3 did not have the time to attend meetings. M. Cappuccilli volunteered to reach out to member #3. J. Baez suggested reaching out to case managers to help those who had trouble using technology. M. Cappuccilli said he would contact member #3 and mention this suggestion to her.

The committee then reviewed the attendance of member #16. M. Cappuccilli said he knew this member in Action Wellness meetings. L. Diaz said the member was having difficulty attending the meetings of other organizations outside of HIPC that he usually attended. M. Cappuccilli said he would reach out to member #16.

The committee reviewed the attendance of member #14. Member #14 had not been attending the meetings. J. Baez volunteered to contact the members to see what their situation was like.

S. Moletteri remembered that member #17 had attended Positive Committee meetings. They said member #17 may have had one or two HIPC meetings. They believed the member may not be able to attend HIPC meetings due to work and could attend Positive Committee meetings because they took place after working hours. S. Moletteri said they could speak with member #17.

Member #21's attendance record was reviewed next. L. Diaz said member #21 was struggling with mental health issues. The committee decided to let the member's term expire in the fall if they were not to reapply.

Member #26 was a new member. D. Law said she believed the member had decided to stop attending meetings because they had switched jobs. J. Baez agreed to attempt to reach out to the member.

Member #28 was also a new member. D. Law said she had only spoken to this member once. M. Cappuccilli volunteered to reach out to the member. D. Law noted that new members were absent for the first few meetings since they had not received their letters from the Mayor for an extended period.

Member #31 was a member from Philadelphia who moved to Camden. T. Dominique said she had heard from C. Steib that the member had stopped attending meetings because of their new job. She said she had heard that their new job had a similar role to HIPC. M. Cappuccilli said he would attempt to reach out to the member.

The committee reviewed member #38. This member was a new member who worked at Public Health Management Corporation. J. Baez volunteered to reach out to the member.

-Open Nominations Preparations-

D. Law said she was informed that they had four applications so far. She said two of the applications were the applications that spurred the last Executive Committee meeting.

J. Baez asked if there was a number of applications they were trying to reach before they began reviewing applications. D. Law said there were 4-5 members whose terms were ending. M. Cappuccilli asked if they needed to wait until the Member Misconduct forms were passed in the HIPC meeting before they could continue with the application review. D. Law said the answer to that question depended on what would happen in the HIPC meeting today. She said it was likely they would need to wait until the Member Misconduct form was passed.

D. Law said they were transitioning from having the application twice a year to conducting application reviews when they have acquired enough applicants. L. Diaz asked if they should hold more application reviews since they needed more members. D. Law said they did not know if the applicants were acceptable or if the applicants had submitted complete applications. She said if they could not find a suitable application, they would not have anything to send to the mayor's office. S. Moletteri said the staff as a whole had wanted to have the policy in place so that when they do accept new members, the new members could simply sign all the required documentation. The committee decided to wait until the documents being presented at the HIPC meeting were formalized before they could conduct the application review.

M. Cappuccilli asked if they would put an additional section on their score sheets for the application once the forms were passed. S. Moletteri replied that they could since it was unofficial. J. Baez believed the section would not be helpful. M. Cappuccilli said they could use the notes section on the application to notify that there was a misconduct form to be reviewed.

Other Business:

None.

Announcements:

None.

Adjournment:

J. Baez called for a motion to adjourn. **Motion:** L. Diaz motioned; M. Cappuccilli seconded to adjourn the March 2024 Nominations Committee meeting. Motion passed: Meeting adjourned at 1:57 p.m

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- March 2024 Nominations Committee Agenda
- February 2024 Nominations Committee Minutes