
VIRTUAL: Nominations Committee

Meeting Minutes of

Thursday, April 11th, 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, Sharee Heaven, Shane Nieves

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

Call to Order: M. Cappuccilli called the meeting to order at 12:07 p.m.

Introductions: M. Cappuccilli skipped introductions.

Approval of Agenda:

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

Approval of Minutes (March 14th, 2024):

M. Cappuccilli referred to the March Nominations Committee minutes. L. Diaz asked to remove the word “problematic.” S. Heaven said she was not marked as excused in the previous meeting. **Motion:** M. Cappuccilli motioned; L. Diaz seconded to approve the amended March 2024 Nominations Committee Meeting Minutes. Motion passed: 4 in favor, 2 abstaining. The amended March 2024 Nominations Committee minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

S. Moletteri mentioned they would be presenting their epidemiological infographics at the next HIPC meeting. They said the committee members can view them on their website.

Discussion Items:

-Result of Member Outreach-

M. Cappuccilli had volunteered to contact 4 individuals. One member had decided to let their membership expire since they were too busy to attend meetings. For the other three people, M. Cappuccilli said he had attempted to contact them through email and by phone but he did not receive a response. D. Law said she saw that one of the members had attended meetings every so often. She asked M. Cappuccilli to send the member a private message when he sees them at a meeting.

S. Nieves was able to successfully reach one member. The member had not attended meetings recently and S. Nieves said it was likely because they felt they didn't contribute anything to HIPC. S. Nieves then reassured them that they were important and encouraged them to continue attending. D. Law suggested introducing the member to the Positive Committee if the member was feeling intimidated. She said the Positive Committee had a more informal atmosphere. After reporting on their member outreach, S. Nieves announced that they had found a new position and were likely to end their term early as a HIPC member. The committee congratulated S. Nieves on the new position.

S. Moletteri said they reached out to one member. The member said they had standing appointments and could not always attend HIPC meetings. The member said they would continue to attend Positive Committee meetings.

D. Law asked if the committee wanted to continue their outreach. M. Cappuccilli said they should continue with their outreach.

-Open Nominations Review Panel Schedule-

L. Diaz asked to meet at another time to have Open Nominations since they had a better chance to have a larger review panel. The committee decided that Wednesdays and Thursdays were both days that fit with the committee's schedules. The committee hoped to convene the review panel before April 30th when member terms ended. D. Law said the Office of HIV Planning staff would discuss the date internally and then send an email with a poll to decide the date.

Other Business:

None.

Announcements:

None.

Adjournment:

M. Cappuccilli called for a motion to adjourn. **Motion: L. Diaz motioned; M. Cappuccilli seconded to adjourn the April 2024 Nominations Committee meeting. Motion passed: Meeting adjourned at 12:39 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- April 2024 Nominations Committee Agenda
- March 2024 Nominations Committee Minutes