

**Philadelphia HIV Integrated Planning Council**  
**Nominations Committee**  
**Meeting Minutes of**  
**Thursday, December 9, 2021**  
**12:00-1:45 p.m.**

**Office of HIV Planning, 340 N. 12<sup>th</sup> Street, Suite 320, Philadelphia, PA 19107**

**Present:** Juan Baez, Mike Cappuccilli (Co-chair), Sharee Heaven, Kate King, Shane Nieves, Sam Romero

**Staff:** Debbie Law, Julia Henrikson, Sofia Moletteri, Elijah Sumners

**Call to Order:** M. Cappuccilli called the meeting to order at 12:10pm

**Approval of Agenda:** M. Cappuccilli presented the December agenda for approval. **Motion:** S. Romero motioned, Juan Baez seconded to approve the November 2021 agenda. **Motion passed:** 4 in favor.

**Approval of Minutes** (*November 11, 2021*): M. Cappuccilli presented the previous meeting's minutes for approval. **Motion:** M. Cappuccilli motioned, S. Heaven seconded to approve the November 2021 meeting minutes. **Motion passed:** 3 in favor, 2 abstained.

**Report of Co-Chair:**

M. Cappuccilli thanked S. Romero for his work as Co-Chair of the Nominations Committee and looked forward to his continued support as a member of the committee.

**Report of Staff:**

D. Law reported that the Project Officer responded to a June report regarding membership categories. For example, some members were PWLH who were unaligned consumers who fulfilled more than one category (ex. formerly incarcerated persons and PLWH). Additionally, HIPC could only count members at the time the report was created. Usually the number would fluctuate because people would stop coming, etc. and now they have specified that membership would only count at the time of the report. M. Cappuccilli added that it was a thorn in the side of planning bodies nationwide to properly reflect the HIV epidemic and HIPC needed to move toward perfection.

D. Law reported that K. King would be resigning from the Nominations Committee. K. King thanked the committee and shared her future plans.

**Discussion Items:**

*--Nominations of New Co-Chair--*

D. Law stated that the nominations committee could nominate a member in good standing within the committee. M. Cappuccilli asked if J. Baez would like to be nominated as a member in good standing.

*--Membership and Attendance Updates--*

D. Law presented the updated attendance sheet through November for HIPC.

K. King reported that she reached out to N. Outland and received an email response from her about her future involvement on the planning body. She reached out to S. Ellis as well but did not receive feedback as he did not answer her follow-up calls. K. King stated that N. Outland was receiving the emails for meetings, she cited that her work schedule was inhibiting her from attending because there were overlaps. She stated that she felt that a barrier was ideas of hers may not have been heard and the HIPC meetings were redundant, which was why she preferred to attend the Prevention Committee meetings. When K. King asked would she continue membership and she stated she was unsure after this term. M. Cappuccilli stated that he understood if a member felt overlooked, especially since HIPC has been virtual. S. Heaven responded that she felt that N. Outland has gotten her opinion out and has helped lead/ steer discussions because she has a lot to offer to the council. K. King reiterated that she said she was unsure if she wanted to continue on the council after her term was over. S. Nieves stated that he had worked with her, prior to his involvement on the council, and that in other work-related areas she does have a lot of ideas to offer. M. Cappuccilli asked if the Nominations Committee should wait out her term? S. Heaven stated that there was a certain level of respect for community leadership among the folks working on the council and they understand that going in.

M. Cappuccilli said the committee should see if she comes to HIPC's meeting today and make a decision based on a change in attendance/ involvement. S. Romero agreed with the group. J. Baez asked when her term was over and was there a letter that she could be sent to let her know her attendance was putting her at risk. M. Cappuccilli asked if, as a group, they could decide to give her three more meetings. J. Baez said he would like to give her a written warning so that she was aware and give her the opportunity to attend. J. Baez stated that if she felt like her ideas were not heard, we could have someone reach out to her and maybe talk to her about the expectations of the role she played in HIPC.

D. Law suggested that they send her a letter and offer her dates so it worked for her schedule, J. Baez offered to help craft the letter and also meet with her. M. Cappuccilli asked if they were in agreement, the group agreed.

K. King also contacted S. Ellis and she has not heard back from him after they emailed and set up a time to speak. D. Law cited his attendance as an ongoing problem as he has not attended a meeting since becoming a member. M. Cappuccilli said this would be a clear-cut warning letter

unless there was more discussion, S. Heaven agreed. D. Law asked if it should be a warning letter or a termination letter. M. Cappuccilli and S. Heaven agreed that he should be terminated if he has not made any meetings since he has been on the council. D. Law reminded the group of his representation, J. Baez replied if he wasn't attending the meetings he was not representing anything.

M. Cappuccilli reported that he sent M. Bates an email as well as two voicemails and has not heard back from him as of this meeting. D. Law stated that he has missed the past six meetings. M. Cappuccilli asked if this should be a written warning or a termination letter given the amount of time passed? J. Baez and S. Romero agreed that a warning email was the best option given that he was still relatively new.

M. Cappuccilli reported when he contacted M. Coleman's number was not in service. D. Law stated that he attended a subcommittee meeting in the last month, but not the full council. M. Cappuccilli asked if this should be a warning letter or termination? D. Law stated that given his circumstances he does not have a steady number at times, and prior to the pandemic he attended all of the meetings. J. Baez and M. Cappuccilli agreed that he participated in meetings and the obstacles in place could deter consistent involvement.

M. Cappuccilli reported that P. Gorman is an Administrator at Cooper Hospital in New Jersey and he has talked to her about her attendance and she thought she has been excusing herself. D. Law stated that she has been in this situation before where her attendance was an issue. M. Cappuccilli said she is a valuable voice in NJ and was consistent when she attended. S. Romero reminded the group that she had ongoing medical issues that prohibited her from fully attending meetings. M. Cappuccilli suggested giving her a warning letter and a three-month monitoring period to see if her attendance improved.

#### **Any Other Business:**

M. Cappuccilli asked if there was any guidance from the City regarding in-person meetings. D. Law said she asked M. Ross-Russell and given the new Omicron COVID-19 mutation we would still be in virtual for the foreseeable future. M. Cappuccilli stated that Wednesday, December 15th there was an AD-Hoc Workgroup meeting and he would report back with the information from that meeting. D. Law stated that the next Nominations meeting would probably be an orientation for new members, current member participation was not mandatory, but they were welcome to attend. M. Cappuccilli asked if it would be in January? D. Law answered that she was planning for it to take place and would update the committee on a confirmed date.

#### **Announcements:**

None.

**Adjournment:** M. Cappuccilli called for a motion to adjourn. **Motion:** J. Baez motioned, M.

Cappuccilli seconded to adjourn the November 11, 2021 Nominations Committee meeting.  
**Motion passed:** All in favor. Meeting adjourned at 1:08 p.m.

Respectfully submitted:

Elijah Sumners, staff

Additional Materials:

- November Meeting Minutes
- Attendance Sheet