

Philadelphia EMA HIV Integrated Planning Council
Nominations Committee
Meeting Minutes of
Thursday, January 09, 2020
12:00 p.m. – 2:00 p.m.
Office of HIV Planning, 340 N. 12th St., Suite 320, Philadelphia PA 19107

Present: Daniel Angelis, Juan Baez, Lupe Diaz, Sharee Heaven, Gloria Taylor

Absent: Steven Zick

Excused: Michael Cappuccilli (Co-Chair), Samuel Romero (Co-Chair)

Call to Order:

L. Diaz and S. Heaven offered to chair the meeting. L. Diaz called the meeting to order at 12:22 PM and asked for introductions.

Approval of Agenda:

S. Heaven presented the January 2020 Nominations meeting agenda for approval. **Motion: G. Taylor motioned, L. Diaz seconded to approve the agenda. Motion passed: all in favor.**

Approval of Minutes (December 12, 2019):

L. Diaz presented the December 2019 meeting minutes for approval. **Motion G. Taylor motioned, L. Diaz seconded to approve the December 2019 meeting minutes. Motion passed: all in favor.**

Report of Chair:

Not present—no report.

Report of Staff:

None.

Discussion Item:

—New Membership Feedback—

D. Law said there were only 4 out of 11 responses for the new membership feedback since the survey was handed out at a HIPC meeting during the holidays. Respondents had mostly applied online and did not report any issues with the process. One respondent mentioned having difficulty with the tax clearance, and another respondent asked why the clearance was needed.

Regarding the tax clearance, D. Law said it was city law to have it complete, not the office's rules. The clearance dealt with property and water tax clearance. S. Heaven added that the tax clearance was a home charter rule for a city board or committee. D. Angelis commented on how it may disproportionately affect people with lower incomes. L. Diaz said the tax clearance issue was a topic the Nominations Committee has been discussing for a long time and have viewed as a roadblock for some applicants.

D. Law explained that the mayor's office is the appointee for new applicants. D. Angelis asked if a failure of clearance could be altered in the mayor's office so as not to create a barrier due to socioeconomic factors. D. Law said, yes, it could be done through the mayor's office and project officer from DC.

J. Baez suggested promoting office assistance for the tax clearance form. D. Law agreed that the office could help with the initial submission, but if the clearances did not go through, the city would then assist them. D. Angelis noted that there was no way to identify how many people did not finish the application due to the tax clearance, so there is little evidence of the clearance as a barrier.

—*Review of Subcommittee Attendance*—

D. Law reminded everyone that after the third month for new members, being part of a subcommittee is a requirement. The only people not signed up for subcommittees are new members. She also noted that HIPC should be reminded that attendance matters for those already signed up to one or multiple subcommittees. G. Taylor asked about the consequences for anyone who did not sign up or attend subcommittee meetings. D. Law responded that if there are three consecutive unexcused absences and/or five absences total within a year, the person in violation is removed from the Planning Council. The rules applied to both HIPC and subcommittee meetings. However, for subcommittee attendance violations, it is reported to the co-chair for them to address the situation. The co-chair could choose to keep the person or remove them based on circumstance. It is a more informal intervention/appeal.

G. Taylor asked if the Nominations Committee should send emails to new members who had not joined a subcommittee. D. Law responded that she would make an announcement about the subcommittees at the Planning Council meeting.

L. Diaz said that S. Heaven volunteered to make an announcement about the subcommittees at the HIPC meeting. S. Moletteri suggested she send a follow-up email after the meeting. L. Diaz noted that she should be removed from Comprehensive Planning Committee. D. Law said there were a lot of Comprehensive Planning members, but many did not attend. She also noted that one of the members on Comprehensive Planning was “replaced” by someone else who still had not applied for the council. The person “replaced” had not let the council know they were leaving.

D. Law said that they would make the announcement and whoever didn’t sign up would just get a follow-up email from S. Moletteri.

L. Diaz said that Finance Committee had good attendance because of the infrequent meetings. It was also harder to keep to the rules, because Finance Committee had only met once out of four months. D. Law responded that Finance members were typically part of other committees as well.

L. Diaz noted that one member requested leave of absence (LOA), still showed up, and is no longer showing up again. She suggested getting in contact with the member to reinstate the LOA. L. Diaz asked about the allowable timeframe for LOA. D. Law said LOA cannot exceed 90 days per term—if it goes past, then the member would be removed and would have to reapply. G. Taylor questioned whether members know of the rule. L. Diaz said that the rule had never been enforced since members do not take long LOAs. She mentioned that in March 2020, the Nominations Committee would have their HIPC presentation on attendance. D. Law added that they would also review applications in March.

D. Angelis asked if calling in to a meeting was allowed. D. Law said people could call in and it counts as an excused absence. However, calling in only worked for smaller subcommittee meetings. G. Taylor said that call-ins can compromise any feeling of confidentiality as well. L. Diaz added that conference calls tend to be distracting, especially for the person calling in.

D. Law explained that those who cannot attend meetings should give up their membership slot to someone who can commit. D. Angelis asked if HIPC and all the subcommittees should meet on the same,

one day out of the month. L. Diaz explained that it may be too overwhelming, though there are two back-to-back meetings.

S. Heaven and L. Diaz noted that there is an evening HIPC meeting coming up. L. Diaz said that later times may not work for people. However, it would be helpful to see how the evening March 2020 meeting affected HIPC attendance. S. Heaven said that the barriers were acknowledged in the Executive Committee meeting, but they ultimately decided to test it out.

D. Law reported that the HIPC meeting was from 6-8 PM and asked how it would affect the earlier Nominations Committee meeting that same day. L. Diaz suggested they meet on a different Thursday in March since 4-5 PM (right before the HIPC meeting), may be a difficult time slot.

D. Law said Comprehensive Planning was meeting 2-4 PM on March 19th, so Nominations could meet from 12-2 PM. J. Baez suggested sending the information out email. D. Law responded that they would further discuss the date during the February Nominations meeting.

---Presentation to HIPC on Membership/Nomination Process---

D. Law suggested everyone review the presentation that she drafted. It was composed of the topics from previous meetings. She could send it out to everyone in committee to review as well. She explained that the topics were presented by using language directly from the bylaws.

D. Law read the first slide titled “Nominations Committee.” She explained that the use of “review panel” is important, because it highlights the fact that Nominations Committee members are not automatically part of the panel. Those on the panel have to be actively participating members.

L. Diaz read the second panel aloud, titled “Membership Attendance Requirement.” Everyone approved of the slide.

S. Heaven read the third slide aloud, titled “Bylaws, Articles III: Excusal & LOA.” L. Diaz suggested changing the language from “would” to “should” to the phrasing to “LOA /should/ not exceed 90 days.”

S. Heaven asked about the health-related reasons for the 3 day grace period after an unexcused absence. J. Baez explained that the language was misleading and sounded as if people could only give health-related reasons for not letting OHP before a meeting. L. Diaz read the bylaw regarding excused absences:

“Planning Council member will be considered excused for a regularly scheduled Planning Council meeting if:

He/she contacts the Office of HIV Planning (staff) sometime before the meeting, or contacts staff within three (3) business days following the Planning Council meeting if they have a health-related reason for not being able to attend. Exceptions to the above are to be determined at the discretion of the Nominations Committee; members must address the Nominations Committee in person or in writing for an exception to be considered.”

S. Heaven noted that the “health related” reasons may present issues, and J. Baez responded that the language did not specify if it needed to be personal health—it was broad enough for interpretation.

S. Heaven read the next slide, titled “Membership Resign/Removal.” The committee approved of the slide.

L. Diaz read the fifth slide, titled “Committee Attendance.” D. Angelis asked about the first line, saying that the subparagraph should be moved up and was confused as to why it was the same language as the

previous slide, “Membership Resign/Removal.” D. Law explained that she needed to change the wording of the slide titles: from “Membership Resign/Removal” to “HIPC Membership Resign/Removal” and from “Committee Attendance” to “Subcommittee Attendance.”

S. Heaven read the slide titled “Appeal Process.” J. Baez asked if any member in violation qualified for an appeal. D. Law said people do not qualify for an appeal if they do not respond to the HIPC removal letters. J. Baez agreed that people would have to respond to the letters in a timely manner. D. Angelis asked if there was a definition for timely manner, and D. Law said defining a timeframe may be too restrictive.

D. Law said that they could review the presentation at the next meeting as well. S. Heaven suggested that people would interpret the rules in different ways, so the presentation needed to be straightforward and unambiguous. J. Baez suggested adding reassurance that they were not trying to hurt or punish any member, but only enforce there is a significance to attendance. L. Diaz added that they could add the reassurance through commentary and not slides to help the Planning Council fully understand.

J. Baez mentioned that there may be issue with the timing of the presentation for the HIPC March evening meeting. Since the meeting was supposed to be more experimental, he considered the fact that attendance may be slim and not counted. D. Law said it should be regular attendance counting.

Old Business:

D. Law said that at the last meeting, they talked about asking J. Williams to help with membership whenever he goes out to recruit. She said M. Ross-Russell asked J. Williams about it, and they were working something out.

New Business:

None.

Announcements:

None.

Adjournment:

S. Heaven called for a motion to adjourn. **Motion:** G. Taylor moved, J. Baez seconded to adjourn the meeting at 1:51 PM.

Respectfully submitted,

S. Moletteri M. Moletteri, staff

Handouts distributed at the meeting:

- Nominations January 09, 2019 Agenda
- Nominations December 12, 2019 Meeting Minutes
- Subcommittee Attendance Record
- HIPC Membership/Nominations Process Presentation