

**Philadelphia HIV Integrated Planning Council
Nominations Committee
Meeting Minutes of
Thursday, March 11, 2021
12:30-1:30 p.m.**

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

Present: Juan Baez, Michael Cappuccilli, Lupe Diaz, Sharee Heaven, Kate King, Samuel Romero

Staff: Beth Celeste, Debbie Law, Julia Henrikson, Mari Ross-Russell, Sofia Moletteri

Call to Order: M. Cappuccilli called the meeting to order at 12:34 p.m. He welcomed everyone and asked for introductions.

Approval of Agenda: M. Cappuccilli presented the March 2021 Nominations Committee agenda for approval. M. Cappuccilli suggested adding “demographics” to the discussion item. D. Law said she did not yet have the demographics information compiled. M. Cappuccilli said he would talk to D. Law separately about demographics. **Motion:** L. Diaz motioned, J. Baez seconded to approve the March 2021 agenda. **Motion passed:** all in favor.

Approval of Minutes (*February 11, 2020*): M. Cappuccilli presented the previous meeting’s minutes for approval. **Motion:** L. Diaz motioned, J. Baez seconded to approve the February 2021 meeting minutes. **Motion passed:** all in favor.

Report of Chair:

M. Cappuccilli said he attended the first Recruitment and Retention Planning CHATT LC. They were assigned questions which required them to look into their audience from a marketing perspective. This, he explained, was why he wanted to review demographics, so they could better know who they would like to market towards.

M. Cappuccilli continued to explain that he, S. Moletteri, and K. Carter would answer a few LC questions for the next meeting and that S. Moletteri put together some of marketing materials that they would be submitting to the national group. He encouraged everyone to promote and possible join the Ad-Hoc Recruitment Workgroup.

Report of Staff:

S. Moletteri reported that she brought the Planning CHATT LC questions to Positive Committee to receive feedback on the questions for the monthly Planning CHATT LC homework. This way, they would have feedback for the Ad-Hoc Recruitment Workgroup around the LC questions. M. Cappuccilli asked if she had received meaningful feedback. S. Moletteri responded that she had, though there were not a lot of attendees.

J. Henrikson reported that OHP had distributed a contact survey to everyone in HIPC and they had received 13 responses so far. The contact survey asked about names, address, preferred method contact, need for special assistance, subcommittee interest, etc. J. Henrikson said that this was sent

out with the Confidentiality Agreement. M. Cappuccilli asked how many responses they were looking for. S. Moletteri responded that they were trying to get as many HIPC members as possible to respond.

Discussion Items:

—Orientation for New Members—

D. Law explained that this discussion item was directly tied to the conversation around retention. Right now, they were trying to ensure that new members felt confident in their HIPC participation and could learn a lot within Orientation. Last month, OHP sent out a link to the hivphilly.org website with all of the new training materials. They asked new members review the new materials on their own so they could have background knowledge going into Orientation. The materials page was also useful to current members who needed refreshers.

She explained that they had not yet scheduled Orientation, but she was thinking that March 25, 2021 would be reasonable, since this would not mean any back-to-back meetings. She asked if this worked for everyone. M. Cappuccilli asked if all of the new members were engaged. D. Law responded that not everyone had responded, and there were 3 or 4 new members who had not responded at all. She added that the letters finally went out from the mayor's office. M. Cappuccilli said that by Orientation, they might have a better idea of which new members are fully participating. D. Law said that the new member should already be getting emails and participating since it had been 3 months since they were first recommended.

D. Law said that for Orientation, the process would be slightly different. Most new members were providers who had some background knowledge of how the system worked. Recently, HIPC also review their roles and responsibilities. Her thoughts were to break Orientation up into sections, but cut down on some information that attendees would have more knowledge on.

In order to see which information was necessary to review, OHP thought it would be wise to gauge participants' knowledge of RWHAP Part A. D. Law said that OHP had looking into two Planning CHATT quizzes. M. Ross-Russell said that there were two quizzes provided from Planning CHATT. They were brief with basic information. It was up to Nominations whether they wanted to use the quiz and how they wanted to distribute the information.

The group reviewed the quiz. S. Moletteri shared the HIPC Orientation Quiz from the hivphilly.org website within the Zoom chat box.

M. Cappuccilli asked if participants should take the quiz before or during the Orientation. D. Law said that it would make sense for attendees to take the quiz prior to orientation so they could tailor orientation to people's questions and prior knowledge. However, as she said, she was having trouble contacting some new members. She said that applicants say why they applied within their application, so she also had some background as to what new members were interested in.

J. Baez asked what the timeframe was for the quiz. D. Law said that Nominations should review it and see from there. J. Baez suggested making a poll within Orientation for participants to answer questions anonymously. L. Diaz said that in this case, there would be a lot more preparation and unpredictability if this quiz were distributed during Orientation. It would be harder to maintain structure. L. Diaz suggested that Orientation would be best if tailored to the quiz taken before

Orientation. J. Baez said that if people answered questions incorrectly, they might retain the information better. S. Romero said integrating the quiz into Orientation would be helpful, and M. Cappuccilli said it would make the meeting more interactive.

M. Ross-Russell said that this quiz was fairly simple and would not take much time. M. Ross-Russell said it was a matter of setting the quiz up. L. Diaz said the quiz seemed difficult, even for those who had prior knowledge. J. Baez and M. Cappuccilli agreed. D. Law said that there were 11 new members. She felt that when they did Orientation in person, it was easier to gauge people's knowledge and interest. M. Cappuccilli said that if they put the quiz through an anonymous poll, participants would not be as intimidated to participate.

S. Romero said that when he first joined the council, he received a very broad stroke of information which he felt was helpful. After newcomers reviewed the information, people from Nominations could do a more in-depth review the material, they could allot time for that later on.

M. Ross-Russell said how they set up the Orientation would be vital. OHP staff was still learning more about Zoom. J. Henrikson said she would be able to set up a Zoom poll. L. Diaz said the poll could be in a T/F format.

M. Cappuccilli they need to emphasize that the new members review the website materials. Rhen could do the live poll. D. Law said that she would do her best to work on this. M. Cappuccilli asked if Nominations had to be part of Orientation. D. Law said that it was not mandatory for Nominations to attend, but she would be glad to have Nominations participation. M. Cappuccilli asked that D. Law send out the Orientation invitation to Nominations Committee members as well. D. Law said she would and it would likely be 12:00 – 3:00 p.m. on March 25th.

M. Cappuccilli said that, typically, Orientation had the co-chairs of all the committees to introduce their committees. D. Law said that if people were to attend from the committees, she could have them do this. M. Cappuccilli said that he could introduce some committees, and L. Diaz offered to do the same.

M. Cappuccilli asked about new members and if some point—assuming they get the 11 new members on board—D. Law could she send the final demographic breakdown to S. Moletteri for the Planning CHATT LC team. D. Law said that in terms of region, they only had 4 individuals from NJ and PA. Therefore, they needed representation from both. They also needed more AA/Black male members. They were also low on nonaligned PLWH as members. As of now, they were at about 25% nonaligned PLWH.

L. Diaz asked when the Planning CHATT LC team was meeting next. M. Cappuccilli said they were meeting informally tomorrow at 2:00 p.m. L. Diaz asked what they were doing about Ad-Hoc Recruitment Workgroup. M. Ross-Russell said that HIPC voted to form the workgroup last meeting, so they had not made any other decisions yet. Part of the discussion within HIPC was to include the Planning CHATT conversation and what they were working on. She said that S. Moletteri could send out a Doodle poll to decide when the workgroup could meet. They did not yet know who was to participate in the workgroup. M. Cappuccilli said that he, S. Moletteri, and K. Carter would be the representation of the LC, but they were hoping for much more participation from other HIPC members. M. Cappuccilli said they would discuss more about the workgroup today during the HIPC meeting.

Any Other Business:

M. Cappuccilli said that the HIPC meetings did not have people on video for the virtual meetings. M. Ross-Russell said that this was correct, yes. With smaller groups it might be okay to have video, however. One reason they chose not to use video was so that all participants felt comfortable. They did not know who was okay with being visible and recorded. M. Cappuccilli said that it was always better to see people's faces for retention purposes, but he understood the conflict. M. Ross-Russell said that many may not be able to use virtual backgrounds within the Zoom app, so this might be an issue of privacy with some. M. Cappuccilli noted that this was a matter of equity. M. Ross-Russell agreed, emphasizing the need for privacy in the at-home work environment.

Announcements:

None.

Adjournment: M. Cappuccilli called for a motion to adjourn. **Motion:** L. Diaz motioned, S. Romero seconded to adjourn the March 11, 2021 Nominations Committee meeting. Motion passed: All in favor. Meeting adjourned at 1:18 p.m.

Respectfully submitted:

Sofia M. Moletteri, staff

Handouts distributed:

- March 2021 Nominations Meeting Agenda
- February 2021 Nominations Meeting Minutes
- Planning CHATT Orientation Q&A Sheet