

# MEETING AGENDA

*VIRTUAL:*

*Thursday April 14, 2022*

*12:00 p.m. – 1:45 p.m.*

- Call to Order
- Welcome/Introductions
- Approval of Agenda
- Approval of Minutes (*March 10, 2022*)
- Report of Co-Chairs
- Report of Staff
- Discussion Item
  - Scoring Applications
- Other Business
- Announcements
- Adjournment

Nominations Committee

**Please contact the office at least 5 days in advance if you require special assistance.**

Office of HIV Planning, 340 N. 12<sup>TH</sup> Street, Suite 320, Philadelphia, PA 19107  
(215) 574-6760 • FAX (215) 574-6761 • [www.hivphilly.org](http://www.hivphilly.org)

**Philadelphia HIV Integrated Planning Council  
Nominations Committee  
Meeting Minutes of  
Thursday, March 10, 2022  
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 (Co-chairs), Mike Cappuccilli (Co-chairs), Lupe Diaz, Julie Hazzard, Sharee Heaven, Shane Nieves, Sam Romero

**Staff:** Debbie Law, Sofia Moletteri, Beth Celeste, Elijah Sumners

**Call to Order:** M. Cappuccilli called the meeting to order at 12:06pm

**Approval of Agenda:** M. Cappuccilli presented the March agenda for approval. **Motion:** L. Diaz motioned, J. Baez seconded to approve the March 2022 Agenda with additions to the agenda. **Motion passed:** 3 in favor.

**Approval of Minutes (February 10, 2022):** J. Baez presented the previous meeting's minutes for approval. **Motion:** L. Diaz motioned, M. Cappuccilli seconded to approve the February 2022 meeting minutes with amendments. **Motion passed:** 5 in favor, 1 abstained.

**Report of Co-Chair:**

None.

**Report of Staff:**

S. Moletteri reported that they sent out the letter to providers about the Community Survey and the notice also went out in the OHP newsletter. There was a social media flier packet that people could print out to advertise the Community Survey and that it was a Google Drive link. D. Law reported that she asked M. Ross-Russell about the trauma-informed training and she would ask the Recipient about possible next steps.

**Discussion Items:**

***--Reminder Letter Template--***

D. Law asked the committee if they wanted to talk about feedback first, and then go over it line by line. M. Cappuccilli stated that he believed the content was fine, it just needed to be worded differently. J. Baez shared that he believed there should be an option for someone to choose a

medical leave of absence and the letter as it stood did not have that. M. Cappuccilli suggested removing some of the bylaw language because the tone of the letter could become accusatory. S. Nieves suggested adding the phrase “we have documented a total of x absences since the beginning of this term,” in order to preface the bylaw language. L. Diaz and M. Cappuccilli agreed with the changes stated.

J. Hazzard suggested adding the attendance of the person to indicate what the official attendance record reflected to give them the opportunity to see how/if they were in violation of the policy. D. Law reminded the group that this letter indicated the third time the member has been contacted regarding their absences, so they have been given the opportunity to course correct. J. Baez suggested adding “you may be considered for removal if you miss the next meeting” to shorten a line. S. Nieves further suggested sharing the dates of meetings missed rather than sharing their attendance in full. They also stated that there should be a checkbox to denote medical leave of absence if the member did not want to divulge personal information.

### *–Buddy System Guidelines–*

D. Law shared a draft from 2010 that outlined what the Buddy System looked like at the time in order to serve as a basis for the committee to build upon. M. Cappuccilli said based on last meeting’s minutes that a robust Buddy System was something that the committee did not want to prioritize since they are such a small group, but it was suggested that there could be a system wherein new members could check-in a couple times a year. He asked the committee if the Buddy System should be limited to just the Nominations Committee or should it be opened up to the whole Planning Council. L. Diaz responded that they shouldn't recruit people throughout the Planning Council because a lot of people are going to be really busy, but some might have the willingness to participate.

D. Law stated that typically when new members join, they were not assigned a buddy, OHP asked the new members if they thought they needed a buddy, or if they wanted one. L. Diaz stated that the last time the buddy system was in effect, issues came up because there were 2 to 3 new members to 1 current member of the nominations committee, and it did overwhelm some members. M. Cappuccilli suggested that the Ad-Hoc Committee could recruit a handful of people from the Planning Council to join the buddy system effort. S. Nieves suggested that every time new members join their interest could be gauged whether they're interested in a buddy system or a mentor. D. Law stated that in the past there have been members who request a buddy/mentor in order for them to better acclimate themselves to the Planning Council.

J. Baez asked if new members could be invited 30 minute before the general meeting as a quick check in with everyone, and it could be the last 30 minutes of the nominations committee meeting. J. Hazzard agreed and stated that it could be a less formal check-in and if they need more support, they could request a mentor. M. Cappuccilli agreed and stated the built-in challenge to this was finding the best time to ask people what they did not understand, which

would probably be after the full planning council meeting. People would either have to stay after the meeting or build in a break during the meeting.

J. Baez suggested that after the second or third month of participation new members could have a check-in utilizing the 30 minutes before HIPC and 15 minutes after the meeting. J. Hazzard agreed and stated that it could be once a quarter to keep people engaged. D. Law asked if they were expecting the buddy to meet with new members on a quarterly basis. M. Cappuccilli clarified that it would be the nominations committee as a whole meeting, moving away from the one-on-one relationship. The group reached a consensus that this was the best way to move forward.

### ***–Open Nominations Review Term–***

D. Law stated that there were 5 additional applications and she followed up with them via email, so there were just not as many as the last round. There were two suggestions from M. Ross-Russell which were to wait for the recruitment process to be completed and then review the applications or just review them. Due to pushbacks from COVID-19 and the letter from the Mayor's Office, people were recently added to the council in January. D. Law stated that because the language in HIPC's bylaws stated that new members would be considered twice a year (Spring and Fall) it was still possible to do so, there just were not as many applications as last round.

M. Cappuccilli asked for D. Law's suggestion on how to move forward with the process. D. Law answered that it was at the nomination committee's discretion, if they were to wait for the recruitment flyers it could help bring in a wider pool of candidates. M. Cappuccilli agreed that it would make the most sense to wait. D. Law asked what the plan was for how long it would take to finish and send out the recruitment materials? M. Cappuccilli answered that it would take at least three to four months for recruitment, S. Moletteri added that it was an ongoing process and there were different elements that involved different people and were on their own timelines. They clarified it would take about two months to fully start.

J. Baez asked about reviewing applications on a rolling basis, D. Law answered that it's been discussed but each applicant must get approved by the Mayor's Office and that can take awhile. S. Nieves suggested that new applicants could be approved and delay their installation and reviewing a smaller batch of applications could be better in the long haul. The committee agreed begin reviewing applications at the April meeting.

### **Any Other Business:**

None.

### **Announcements:**

None.

**Adjournment:** M. Cappuccilli called for a motion to adjourn. **Motion:** J. Baez motioned, S. Heaven seconded to adjourn the March 10, 2022 Nominations Committee meeting. Motion passed: All in favor. Meeting adjourned at 1:47 p.m.

Respectfully submitted:

Elijah Sumners, staff

DRAFT