

**Philadelphia EMA HIV Integrated Planning Council  
Nominations Committee  
Meeting Minutes of**

**Thursday, February 13, 2020**

**12:00 p.m. – 2:00 p.m.**

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

**Present:** Juan Baez, Michael Cappuccilli (Co-Chair), Lupe Diaz, Sharee Heaven, Samuel Romero (Co-Chair)

**Absent:** Steven Zick

**Excused:** Daniel Angelis, Gloria Taylor

**Staff:** Debbie Law, Sofia Moletteri

**Call to Order:**

M. Cappuccilli called the meeting to order at 12:42 PM.

**Approval of Agenda:**

M. Cappuccilli presented the February 2020 Nominations meeting agenda for approval. **Motion:** L. Diaz motioned, J. Baez seconded to approve the agenda. **Motion passed:** all in favor.

**Approval of Minutes (January 9, 2020):**

M. Cappuccilli presented the January 2020 meeting minutes for approval. He asked if the committee reviewed the Nominations Committee presentation at the prior meeting, and D. Law confirmed. She explained that there was a question about the redundancy of the language, but that was because the same language was used for the full council and subcommittee bylaws. **Motion:** S. Heaven motioned, J. Baez seconded to approve the January 2020 meeting minutes. **Motion passed:** all in favor.

**Report of Chair:**

No report.

**Report of Staff:**

D. Law reported that she followed up with the HIPC member who had exceeded the allowed 90 days for LOA. She reached out to the member and they resigned, meaning HIPC was down to 43 members. L. Diaz asked if overall membership requirements were still being met, and D. Law said they were, though the resignation increased the consumer ratio.

D. Law reminded the group that the March 2020 HIPC evening meeting was now an EHE night meeting. Therefore, the Nominations Committee would not be able to present. The open nominations process would still occur in March, but they would not be meeting on their normal date due to the evening meeting. D. Law mentioned how the group tentatively discussed meeting before the Comprehensive Planning Committee on March 19<sup>th</sup>, 12-2 PM. M. Cappuccilli explained that he would be out of town for that time.

D. Law explained that the evening EHE meeting would involve those who are not Planning Council members. Therefore, the EHE meeting would be a good opportunity for recruitment. She noted that it

may be wise to hold off the meeting for the open nominations process until afterwards since they may receive applications from people at the evening meeting,

Everyone agreed that March 19<sup>th</sup> from 12:00 – 2:00 p.m. would work as their meeting time for open nominations. D. Law said that four was the minimum number of attendees allowed for the open nominations panel/reviewal of new applications. There were currently four individuals committed— S. Romero, L. Diaz, S. Heaven, and J. Baez.

M. Cappuccilli requested that the committee move the meeting to the March 26<sup>th</sup> so he could participate as well. Everyone agreed on March 26<sup>th</sup> from 12:00 – 2:00 p.m.

D. Law said that the committee could present to HIPC on April 9th. L. Diaz agreed that this would be a good date for the presentation, since a daytime meeting would have a more predictable and dependable turnout. M. Cappuccilli asked if there was anything specific planned regarding recruitment for the March 12<sup>th</sup> EHE evening meeting. J. Baez said that they could simply announce that they were accepting applications and that orientation would be in May 2020.

### **Discussion Item:**

#### ***—New Membership Feedback—***

D. Law reported that during the last meeting, they had only received four new membership feedback forms. However, they received more new membership feedback after the last HIPC meeting. She reported that most respondents applied online with no issue. Two respondents had concerns regarding the tax clearance and asked why it was needed. One person had issues with the tax clearance because they were a renter. This caused issues that involved following up several times over. The new members suggested the process was overly complicated.

D. Law said that one respondent suggested an evening social for interested members which would involve an overview of what to expect in Planning Council meetings. S. Heaven asked if the respondent who mentioned this had attended orientation. She suggested that orientation was a better time for more of an informational/business meeting. D. Law said that the respondent had attended orientation but she was unsure as to whether or not they attended the social. S. Heaven said that orientation could be an intimidating environment. Attendees may not feel comfortable asking questions or know what to ask while in orientation.

J. Baez explained that a social and orientation served different purposes. The intention of the social was to further integrate current members with those interested in membership. It was also to bridge gaps for current members, so there is more integration within the council. He suggested that they clarify the purpose of the socials to attendees in some sort of brochure.

#### ***—Subcommittee Attendance and Appropriate Action—***

D. Law noted that there were initially 6 individuals who had not signed up for a subcommittee. Now, there was only one member not assigned to a subcommittee. She said that people typically sign up for subcommittees that align with their agencies' interests. She noted that the one person who was not signed up was no longer working for their agency. There was also one person who had not been to HIPC meetings but was staying in contact. She added that there was also another member who had also not been to HIPC meetings.

D. Law asked what type of action the committee wanted to take regarding subcommittees. M. Cappuccilli asked that D. Law just point out the people who are in violation, and he would talk to them at the HIPC meeting later today. Regardless, L. Diaz suggested giving the individual a warning that they were about to be in violation of the HIPC bylaws.

**Old Business:**

None.

**New Business:**

M. Cappuccilli said they should review the April 2020 presentation to HIPC during their March 26<sup>th</sup> meeting. D. Law asked the group to figure out who would present. M. Cappuccilli explained that the presentation would be around 10 minutes, and D. Law added that there would also be time for questions from the council.

J. Baez asked about the number of slides in the presentation, and D. Law answered 7 slides. The group decided that two presenters would suffice. S. Moletteri pulled two names from the cup to be the presenters for the April 2020 HIPC presentation from the Nominations Committee: M. Cappuccilli and J. Baez.

**Announcements:**

None.

**Adjournment:**

M. Cappuccilli asked for a motion to adjourn, **Motion:** J. Baez motioned, L. Diaz seconded to adjourn the meeting at 1:17 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