

**Ryan White Planning Council of the Philadelphia Part A EMA
Nominations Committee
Meeting Minutes of
Thursday, March 9, 2017
12:00p.m.-2:00p.m.**

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

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

Excused: Kevin Burns, Andrena Ingram

Absent: Ralph Bradley, Edward Campbell, Kyle Tucker

Staff: Debbie Law, Jennifer Hayes

Call to Order/Introductions: M. Cappuccilli called the meeting to order at 12:08p.m. Those present then introduced themselves.

Approval of Agenda: M. Cappuccilli presented the agenda for approval. **Motion:** L. Diaz moved, S. Romero seconded to approve the agenda. **Motion Passed:** All in favor.

Approval of Minutes (January 12, 2017): M. Cappuccilli presented the minutes for approval. **Motion:** M. Cappuccilli moved, L. Diaz seconded to approve the January 12, 2017 minutes. **Motion Passed:** All in favor.

Report of Co-Chairs: None.

Report of Staff:

- **Integration**

D. Law noted that the Integrated Executive Committee had met this month. She said that the HPG and RWPC were preparing for care and prevention integration. She stated that the members of the RWPC and HPG would be meeting together today. She said that the group would be voting on 6 applications and reviewing 2 new ones. She reminded the group that all applicants needed to submit a tax certification form.

D. Law stated that, under the current bylaws, members were allowed to have 2-year terms with 4 consecutive terms. She stated that they could then take 1 year off the Planning Council and reapply. She said that the term limit had changed from 3 to 4 terms in response to the unknown changes that would result from the implementation of the ACA. She noted that the integrated body would have 3 co-chairs, and the term limits would affect them. She said they'd have 3 year co-chair terms to allow for one co-chair to be elected each year. She said the Integrated Executive Committee had decided to reset the clock on terms starting with integration.

M. Cappuccilli asked if the new applicants for membership had obtained their tax certifications. D. Law said that they had. She stated that some members of the former HPG would participate in the Nominations Committee during the process of revising the membership application. She added that the integrated planning group would add new membership representation categories.

M. Cappuccilli asked if the HRSA's requirements for Planning Council representation would change with integration. D. Law said that the planning body still needed to match the HIV epidemic in the EMA, with a minimum of 33% unaligned consumers. M. Cappuccilli suggested

the Nominations Committee receive guidance from the integrated planning group before changing their application.

M. Cappuccilli asked when the next Integrated Executive Committee meeting would be held. D. Law said it hadn't been scheduled yet. L. Diaz asked if Planning Council members, including co-chairs, still needed to reapply for membership every 2 years. D. Law explained that co-chair terms were 3 years, and Planning Council membership was still for 2 years. L. Diaz asked what would happen if co-chairs were not approved when they reapplied for membership. She pointed out that, in that case, 2 co-chairs would be elected at once.

M. Cappuccilli asked how HPG members would be integrated into the subcommittee structure. D. Law replied that a Prevention Committee would be formed.

Action Item:

- **Application Approval**

D. Law said the group had reviewed applications at their last meeting. She noted that 2 of the applicants had not met the tax certification requirements. She asked the group to review 2 new applicants, 101 and 102.

Motion: L. Diaz moved, M. Cappuccilli seconded to approve applicants 101 and 102. **Motion passed:** All in favor.

Discussion Items:

- **Membership Recruitment Discussion**

D. Law noted that the online consumer survey had been advertised in Philadelphia Gay News (PGN) online and in print. She stated that C. Terrell from AACO had also sent out notices about the survey to the executive directors of local organizations for the purpose of recruitment. M. Cappuccilli asked if any online applications had been submitted due to the survey. D. Law said that none had. M. Cappuccilli asked if the consumer survey was still going on. D. Law replied that surveys were still being accepted, and the online survey would be accepted for a few more weeks.

J. Baez pointed out that more consumers were needed on the Planning Council. D. Law replied that 1 consumer needed to be added for every 2 providers that were added. M. Cappuccilli pointed out that, with the 2 new applicants, the RWPC was just below 33% unaligned consumer representation. D. Law stated that 33% was the federal requirement, but the Philadelphia EMA had a goal of 50%. J. Baez asked if an exception could be made to the tax certification requirement for consumers. D. Law responded that no exceptions could be made. She said that recruitment was also being conducted on social media.

M. Cappuccilli noted that the additions of members from the HPG had lowered the percentage of consumers on the Planning Council. D. Law added that 6 consumers had not completed the tax certification process, which also decreased the membership.

D. Law asked the group if they had any ideas for recruitment. J. Baez suggested recruiting at AIDS Education Month events. He said assistance could be offered for filling out applications. D. Law stated that the OHP usually had a table at the Prevention Summit, but she was unsure if they would this year. S. Romero stated that outreach in support groups helped to recruit members. M. Cappuccilli suggested contacting T. Clark from ActionWellness about recruitment.

S. Romero asked how many new members were being sought for the RWPC. D. Law said as many as possible. She stated that members would not be removed from the Planning Council for the time being. She stated that some members who were not in compliance with attendance requirements had failed to submit tax certifications. S. Heaven stated that the Division of Housing and Community Development (DHCD) had an HIV Housing Advisory Committee meeting on the 4th Thursday of March. M. Cappuccilli asked if members from NJ could be added to the Planning Council. D. Law stated that there were currently spots for 2 additional members from NJ.

S. Heaven stated that the tax certification process was a barrier to membership. M. Cappuccilli stated that OHP staff and planning body members could help applicants complete the tax certification process. D. Law pointed out that members had many different options for submitting the tax certification form. L. Diaz agreed with S. Heaven that the tax certification was a major barrier to potential members. D. Law stated that the HRSA project officer required a letter from the mayor to appoint members, and the mayor required tax certification. M. Cappuccilli asked if the mayor's office would appoint members without the tax certification. D. Law stated that they would not.

J. Baez reiterated that 6 members had not submitted the tax certification form. He asked if the group would be able to cite the tax certification process as a barrier to consumer membership in the future. D. Law noted that, when the Philadelphia EMA submitted their application for grant money, they needed to meet quotas for consumer representation. M. Cappuccilli suggested that the group retain records of applicants and former members that did not meet the tax certification requirement. He asked if the 6 individuals who did not submit the tax certificates were existing or new members. D. Law stated that they had been existing members.

D. Law said the group had suggested recruiting at support groups and the prevention summit. M. Cappuccilli said that, to meet the goal of 2 new consumers from NJ, the group should reach out to Garden State Infectious Disease Associates (GSIDA) and Cooper University Hospital. J. Baez suggested making an announcement at the RWPC about membership recruitment. D. Law asked the group if they'd like to conduct recruitment activities at the office. S. Romero asked how effective outreach activities had been in the past. M. Cappuccilli said N. Johns had made an announcement about membership recruitment at the recent AACO directors' meeting. He said he was unsure how effective community outreach efforts had been. S. Romero stated that he thought it would be more effective to approach members of his organization's support group than to invite them to an event at the OHP. Several members of the Nominations Committee stated that they'd been recruited by other providers in their organization. J. Baez pointed out that the recruitment procedures for providers and consumers were different. L. Diaz stated that she'd ask staff who conducted support groups at her organization to help with recruitment.

D. Law said she was unsure if a new member orientation would be held next month. She stated that the OHP could work to develop and order promotional materials like pens to give out. D. Law said she'd look into whether or not the OHP would have a table at the AIDS Education Month prevention summit. J. Baez suggested that OHP staff ask presenters at the event to make an announcement at their presentations. He stated that he'd make an announcement at a panel he'd be presenting.

L. Diaz noted that her organization would be holding a picnic on Memorial Day (May 29th). She stated that this may be a good opportunity to recruit consumers.

- **Member Compliance with RWPC Requirements**

D. Law stated that there were 38 Planning Council members who handed in tax certificates, which were submitted to the mayor's office. She said that the mayor's office also screened applicants for compliance on their water bills. She stated that 2 of the 38 members who had submitted tax certification forms had issues with their water clearance. M. Cappuccilli asked if water clearance issues nullified the tax certificate for property compliance. D. Law replied that it did. J. Baez stated that his organization could help people with issues with the process to fill out their applications.

D. Law noted that the 6 members who had not completed the certificate would be removed from the RWPC and were receiving a letter informing them of their removal. She said that one of these member's term was expiring, so they would not receive a letter.

Next Steps: D. Law asked the group to continue thinking about recruitment events and report back.

Old Business: None.

New Business: None.

Announcements: None.

Adjournment: Motion: S. Romero moved, S. Heaven seconded to adjourn the meeting at 1:08p.m. Motion Passed: All in favor.

Respectfully submitted by,

Jennifer Hayes, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- January 12, 2017 Meeting Minutes
- Planning Council Dismissal Letter (Sample)
- OHP Calendar