

Philadelphia EMA HIV Integrated Planning Council
Nominations Committee
Meeting Minutes of
Thursday, May 9, 2019
12:00 p.m. – 2:00 p.m.

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

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

Absent: Steven Zick

Call to Order:

M. Cappuccilli called the meeting to order at 12:24 p.m.

Approval of Agenda:

M. Cappuccilli presented the agenda for approval. **Motion: L. Diaz moved, G. Taylor seconded to approve the agenda. Motion passed: All in favor.**

Approval of Minutes:

M. Cappuccilli presented the March 14 meeting minutes for approval. **Motion: L. Diaz moved, S. Romero seconded to approve the March 2019 meeting minutes. Motion passed: All in favor.**

Report of Chair:

No report.

Report of Staff:

D. Law reported that the group had recommended seven new applicants for membership, but that one of the applicants who was missing a tax clearance had not responded to her request. She noted that the other two applicants who were missing the clearance did submit later it. She noted that the person who had not responded did not attend orientation either. She explained that she needed to submit a full list of recommended applicants to the mayor in order for new members to get appointment letters, so she had not included this applicant on the list.

The group asked if this was applicant #110. D. Law replied that this was not applicant #110, who had contacted her regarding extenuating circumstances. She noted that this applicant had submitted their tax clearance.

D. Law noted that applicant #115 had not had a tax clearance, but the group had agreed to approve her based on her representation categories. She stated that she had emailed this applicant four times, and that she had received a response that the applicant would attend orientation. She added that she had contacted the applicant the day before orientation regarding their tax clearance, and that she did not hear back, and that the applicant did not attend orientation.

D. Law reported that Planning Council membership was on the low end of their minimum 33% unaffiliated consumer requirement. M. Cappuccilli asked how many members they currently had.

D. Law replied that they now had 44, and that the Planning Council could have anywhere from 35 – 55 members. She noted that they still specifically needed members representing the PA Counties, as well as males and African-Americans.

L. Diaz asked to make a note that a member was not able to join the Planning Council due to the tax clearance process. D. Law replied that they were not sure that this was why the applicant did not respond, but that it may have contributed.

The group then discussed the tax clearance process. M. Cappuccilli explained that this was a new requirement. L. Diaz explained that property tax and water bill clearances were required for people who volunteer for the City. She stated that this had been a barrier. B. Morgan explained that this had arisen after a conversation during a HRSA site visit, and it was communicated that appointments must be completed by the mayor rather than a designee. The group discussed barriers to application from people outside the city, people who could not afford their bills, and people who do not have permanent addresses. L. Diaz stated that this may also be a barrier to the Latino community, since Latinos may not want to share their social security number even if they are documented.

D. Law reported that orientation had gone very well, and that participants had many questions. She stated that she may need to follow up with new members, since they were not able to address everything she had planned.

M. Cappuccilli stated that he thought the extended format was working well for the Planning council. He explained that he thought the presentations were helpful, and people were watching the clock less.

Action Items:

None.

Discussion Items:

- **Nominations Activities: Social Planning**

D. Law stated that she had drafted a flyer for the group to review. She noted that they had moved the social from May to June so they could advertise the social during AIDS Education Month and have more time to plan.

The group reviewed the copy on the flyer. The group decided to change “over light refreshment” to “light refreshments served.” J. Diaz suggested changing “their Social” to “our summer social.” M. Cappuccilli suggested making the “Please RSVP” text larger. They also decided to change the colors. The group broke while D. Law updated the flyer. The group then approved the updated version of the flyer (*see – attached handout*).

D. Law asked the group for their goals and target audiences for the event. L. Diaz replied that they should particularly look for people from the PA Counties and African-American males, since those were their membership gaps. S. Heaven stated that she had a few people in mind to invite. S. Romero asked when they would next review applications, and D. Law replied that

it would be September. D. Law noted that she already had three applications for the next round.

S. Romero asked if consumers who applied to be HIPC members could receive tokens. D. Law agreed, adding that they provide tokens for consumers Planning Council, Prevention Committee, and Positive Committee, even for people who were not HIPC members.

D. Law stated that they also needed to consider the agenda, how they should lay the space out, where they'd like to place information, activities, and a budget. M. Cappuccilli suggested that they start with layout. L. Diaz suggested keeping the furniture the same in the main conference room for the meeting, and then setting food up in the small conference room with both doors open. After some conversation, the group agreed that they should move some tables in the main conference room so that people could face each other.

D. Law then asked the group how they would like to handle the information table. M. Cappuccilli volunteered to sit at the information table. The group agreed to include a newsletter sign-up, Positive Committee brochures sign-in sheet for guests, applications, and name tags. They also agreed to put stickers on the name tags to signify people who were guests.

J. Baez asked if they could email the committees to let them know about the social. B. Morgan replied that they could email the Planning Council and include an invitation in the next email newsletter. She noted that OHP could also post about the social on social media.

L. Diaz noted that she had a food budget for the social from her agency. M. Cappuccilli stated that they should also announce to the Planning Council that they could bring purchased desserts if they chose to. He noted that they had discussed ordering pizza from Spring Garden Pizza, and fruit and vegetables from Iovine Brothers. The group agreed that Planning Council members could make contributions in the form of donated purchased food. M. Cappuccilli noted that he could add a pizza or two himself if they ran out. The group then discussed the menu, and agreed to include pizza and wraps. They also agreed to acknowledge everyone who donated food for the event.

S. Romero suggested asking some members of the Positive Committee to act as deejays during the event. B. Morgan stated that the Positive Committee had previously done an icebreaker activity where members answered the question "what is your jam," and N. Johns had created a Spotify playlist based on the answers. The group agreed to play this playlist in the conference room during the event.

The group then discussed the draft bingo board, adding boxes for "find someone from the PA Counties," "find someone from New Jersey," and "find someone with a four-letter first name." They also suggested "find a condom" and "find someone who went to the Prevention Summit." S. Romero suggested "find someone who has been a HIPC member for less than a year." G. Taylor suggested "find someone who doesn't eat meat." The group also agreed to add "find someone who doesn't have Facebook," "sign up for the OHP newsletter," "find someone with a tattoo," and "find the AACO hotline card." J. Baez suggested "find someone

with three or more siblings.” G. Taylor suggested “find someone with no children.” B. Morgan suggested “find a Snapple cap.” D. Law noted that she would see if there were any items in the office that could be used as prizes.

The group agreed to allow fifteen minutes at the beginning for guests to make plates, and then make opening announcements around 5 p.m. M. Cappuccilli suggested that they ask people to bring any desserts into the small conference room. The group agreed to have the pizzas delivered at 4:15 p.m. S. Heaven and M. Cappuccilli agreed to make opening remarks, and L. Diaz and S. Heaven agreed to host the event. The group agreed to ask people who brought donated food to let them know, so they could be thanked.

• **Prevention Summit Tabling**

D. Law noted that OHP would have a table at the Prevention and Education Summit. L. Diaz stated that she was speaking at the Summit, and her agency would also have a table. S.

Heaven and S. Romero agreed to spend some time at the OHP table. M. Cappuccilli suggested that they advertise the social at the Prevention and Education Summit.

Old Business:

None.

New Business:

None.

Announcements:

None.

Adjournment:

Motion: S. Heaven moved, G. Taylor seconded to adjourn the meeting at 1:54 p.m. **Motion passed:** All in favor.

Respectfully submitted,

Briana L. Morgan, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes from March 14, 2019
- Draft HIPC Social Flyer
- Draft Bingo Card
- OHP Calendar