

**Philadelphia HIV Integrated Planning Council
Nominations Committee
Meeting Minutes of
Thursday, July 13, 2017
12:00p.m.-2:00p.m.**

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

Present: Michael Cappuccilli, Samuel Romero, Gus Grannan

Excused: Juan Baez, Lupe Diaz, Sharee Heaven

Absent: Kevin Burns

Staff: Debbie Law, Jennifer Hayes

Call to Order/Introductions: M. Cappuccilli called the meeting to order at 12:10p.m. Those present then introduced themselves.

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

Approval of Minutes (June 8, 2017): M. Cappuccilli presented the minutes for approval. G. Grannan suggested a change on pg. 5 of the minutes to better reflect the intent of his statement. **Motion:** G. Grannan moved, M. Cappuccilli seconded to approve the June 8, 2017 minutes as amended. Motion Passed: All in favor.

Report of Co-Chairs: No report.

Report of Staff: D. Law stated that the Executive Committee had met on June 26th, though no representatives of the Nominations Committee had been present. She said that the group had discussed developing a leadership training for people who wished to serve as co-chairs of the Planning Council and its subcommittees. She stated that the Nominations Committee may be asked to help develop this training. She noted that the training would be discussed at the next Executive Committee meeting, and she suggested that leadership from the Nominations Committee attend. M. Cappuccilli asked when Executive Committee meetings were held. J. Hayes stated that the dates varied based on the availability of OHP staff and co-chairs.

M. Cappuccilli asked if specifics had been discussed about the leadership trainings. D. Law stated that the discussion of the trainings was in its preliminary phases. G. Grannan asked if similar leadership trainings had been held in the past. D. Law said they had not. M. Cappuccilli asked if the trainings would only be for prevention representatives. D. Law replied that the trainings would be for all members who wished to consider leadership positions.

D. Law stated that the Executive Committee had also discussed co-chair structure for the Planning Council. She said that, according to the revised bylaws, the Planning Council would have 4 co-chairs. She explained that these would include a governmental co-chair, a prevention representative, a care representative, and a person living with HIV/AIDS. She noted that the governmental co-chair was not subject to the same membership requirements as other members. G. Grannan asked if the governmental co-chair was counted toward quorum. D. Law stated that they weren't, explaining that they were a non-voting member.

M. Cappuccilli asked if Coleman Terrell, Executive Director of AACO, was serving as the governmental co-chair. D. Law replied that he was. She noted that he had been appointed as a Planning Council member by the mayor's office.

D. Law noted that the Nominations Committee had discussed conducting a survey for the OHP's social media accounts during the July Planning Council meeting. However, she stated that the Planning Council agenda was too full to accommodate the survey this month. She said it could be carried out at a future Planning Council meeting.

Discussion Items:

- **Planning Council Application**

M. Cappuccilli asked if the application that had been distributed was a final copy. D. Law replied that it was not. She noted that the introduction at the beginning of the application would change, and text from the website might be incorporated when it was updated. She said that she'd moved parts of the application around and removed others based on the group's feedback. She stated that the representation categories for the RWPC and the HPG had been combined. She said that the membership requirements had been updated in accordance with HRSA's planning guidance, which now had 13 required membership categories. She stated that two categories had been combined.

M. Cappuccilli stated that the new application looked cleaner. D. Law said that she'd changed some aspects of the formatting. S. Romero suggested some grammatical and wording changes to the text of the application. The group agreed the changes should be made.

M. Cappuccilli asked who would answer calls to the phone number listed at the bottom of the application. D. Law responded that Beth Celeste, the OHP's receptionist, answered calls to the office.

D. Law stated that it would be ideal if the application were to be approved by August. M. Cappuccilli referred to the "What is the Planning Council?" segment. He suggested adding specific information about care funding to the section, given that there was a reference to CDC funding for prevention. D. Law pointed out that the next paragraph mentioned Ryan White funding. M. Cappuccilli asked if care funding came from HRSA. D. Law replied that it did. M. Cappuccilli suggested adding a reference to HRSA prior to the sentence about the CDC. He noted that the application specified the source of care funding as "the federal government," and he said it could be changed to HRSA to more closely parallel the reference about the CDC. D. Law stated that she'd change the wording.

M. Cappuccilli stated that the section of the application defining "HIV-related information" was somewhat obscure and legalistic. He asked if the consent for release of HIV information remained in effect when someone quit or was removed from Planning Council. D. Law replied that it did not.

M. Cappuccilli said he was happy with the rest of the application. D. Law asked the group if they had any feedback about scoring the new application. M. Cappuccilli asked if there was room on the application for respondents to write further information. D. Law noted that applicants were invited to attach additional sheets with further information. She stated that more changes could be made moving forward. G. Grannan asked if the application had to be approved by the Planning Council. D. Law said that it could be an action item brought forward by the Nominations Committee at a future meeting.

The group agreed by consensus to approve the updated Planning Council application with the changes discussed. D. Law stated that she'd make the changes that were requested during the meeting.

Next Steps:

M. Cappuccilli stated that the application would be sent to M. Ross-Russell for review. He asked when review of applicants would begin. D. Law said it would start next month. She noted that 9 Planning Council applications had been received so far. She stated that she'd contacted the applicants encouraging them to attend Planning Council meetings leading up to application review. She encouraged Nominations Committee members to speak with these individuals if they encountered them at meetings. She noted that members whose terms had been due to expire had been reappointed by the mayor's office recently.

Several Nominations Committee members noted that they would not be available for next month's Nominations Committee meeting. D. Law stated that they would most likely be unable to reach quorum for application review. Group members suggested moving the meeting. D. Law stated that she'd check into moving the meeting time, or delaying application review, and follow up with the group by email.

Old Business: None.

New Business: None.

Announcements: None.

Adjournment: Motion: S. Romero moved, G. Grannan seconded to adjourn the meeting at 1:00p.m. Motion Passed: All in favor.

Respectfully submitted by,

Jennifer Hayes, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- June 8, 2017 Meeting Minutes
- Updated Planning Council Application (Draft)
- OHP Calendar