

**HIV Integrated Planning Council  
Nominations Committee  
Thursday, September 13, 2018  
2-4pm**

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

**Present:** Juan Baez, Kevin Burns, Lupe Diaz, Sharee Heaven, Samuel Romero, Steven Zick

**Excused:** Michael Cappuccilli

**Absent:** None

**Guests:** None

**Staff:** Debbie Law, Stephen Budhu

**Call to Order:** K. Burns called the meeting to order at 12:15pm.

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

**Approval of Minutes:** K. Burns presented the minutes for approval. **Motion:** L. Diaz moved, S. Romero seconded to approve the minutes. **Motion Passed:** All in favor.

**Report of Chair:** K. Burns notified the committee he was resigning from the HIPC and this would be his last meeting as a HIPC member. He thanked the committee for the opportunity to chair the meetings and stated another member from his agency has applied, and has been recommended for HIPC membership. He added he would still attend meetings going forward, but will no longer be a voting member.

**Report of Staff:** D. Law reminded the committee they met twice in August 2018. Within both meetings the committee reviewed applications, and approved 5 new members. In total, the committee reviewed 18 applications; only one application was not recommended for HIPC membership due to lack of information on their application. She explained in October, assuming all recommended members are appointed for HIPC membership by the Mayor's Office, the HIPC will have 41 members. In accordance with its own bylaws, the HIPC is required to have between 35 and 55 members.

**Action Items:** None

**Discussion Items:**

- **HIPC Online Membership Application**

D. Law reminded the committee M. Ross-Russell presented an online version of the HIPC membership application when the committee met last. The online application was created in Survey Monkey; the idea was to use an online platform where applicants can fill out their applications without having to print and mail/fax their applications to the Office of HIV Planning. She explained in the last meeting when M. Ross-Russell presented the online survey to the committee, there was discussion about the omission of the HIV status in the application. D. Law referenced the discussion from the previous meeting; she stated some members score HIV positive applicants higher than their seronegative counterparts due to representation needs of the HIPC. If the online application did not include HIV status the committee felt they may not adhere to representation needs. To obtain status, M. Ross-Russell suggested the Office of

HIV Planning would follow up with new applicants to obtain their status. The online application had language that explicitly stated those who apply for HIPC membership will be called for follow up information after their application is submitted.

After brief review of the discussion from the previous meeting, D. Law informed the committee there is an updated version of the online application. She explained this version included the HIV status question. All other questions and language remained unchanged from the previous version of the online application. D. Law asked the committee to review the updated version of the online application and to provide feedback.

L. Diaz referenced the discussion from the previous meeting. She explained the committee was undecided if the HIV status should be included. She made note on both applications there was language that states individuals will be contacted for follow up information.

S. Romero suggested the HIV status question should not be included, instead the online application should state, "If you are HIV positive and want to be represented in that category, please contact the Office of HIV Planning." S. Romero suggested there should be a box that certifies that people have the read the statement before proceeding with the application. He suggested when applicants called the OHP office staff could ask about applicants' representation as well as asking about HIV status. He suggested office staff should try and have a conversation with applicants before the HIV status question was asked. He added it should be explained to applicants that the office wanted to obtain HIV status to make sure the Planning Council met its requirements for PLWH representation. Disclosure is not mandatory, it is only asked to make sure those who wish to be represented as PLWH are represented that way.

J. Baez asked if using Survey Monkey to host online HIPC application was secure. He explained when he has applied and reapplied for membership he used a PDF editor that allowed him to fill in answers directly on the application online. He noted not all applicants will be that computer savvy, but the HIPC should explore the use of a fillable PDF application that is nested in the OHP website. D. Law explained the Survey Monkey server is HIPAA compliant and is more secure than the OHP website. Also, the OHP no longer has an in-house server.

K. Burns recommended that the HIPC should not use unsecure servers for online applications. Since there is no in-house server for the OHP website and Survey Monkey is HIPAA compliant, he suggested the committee should move forward with the online application through Survey Monkey. In regards to S. Romero's suggestion, K. Burns stated that people may check the box to continue but may not actually call the office for follow up, and disclosure would not be mandatory. K. Burns stated he would present this recommendation to the HIPC during the September HIPC meeting.

- **Membership Status Review**

D. Law distributed the HIPC membership representation by category to committee and asked them to review. She explained this spreadsheet was also submitted to HRSA annually to show the current representation statistics within the HIPC. The goal is to achieve representation percentages that match or closely mirror percentages of the HIV epidemic in the Philadelphia EMA.

The committee reviewed the current representation percentages of the HIPC. 32% of members are White non-Hispanic, 54% are Black non-Hispanic, and 15% are Hispanic. White non-Hispanic were over-represented in the Planning Council at 32%; they account for 23% of the epidemic in the EMA. Black non-Hispanic are under-represented since their representation in the Planning Council is 54%, but Black

non-Hispanic makes up 57.9% of the epidemic in the EMA. Hispanic representation is on par with the epidemic percentage, 15% and 14.9% respectively.

The committee reviewed the gaps in representation. D. Law stated the Planning Council does not have representation from Ryan White Part D recipients, non-elected community leaders, and Federally recognized Native American tribes. The committee discussed potential ways to cater recruitment to reach representation goals. L. Diaz noted she could technically be considered a Part D recipient. D. Law explained representation was collected from members' responses on their applications, if she wished to be counted as a Part D recipient it would have to be stated on the application when she reapplies for membership when her term was expiring.

The committee moved away from membership demographics review and briefly reviewed member attendance. D. Law reminded the committee that under current HIPC bylaws, members are allowed 5 total absences per planning year, 3 of them can be unexcused, and a member cannot accrue 3 consecutive unexcused absences. Upon review of attendance, the committee identified 4 members who were in violation. The committee decided to notify members who were in violation of the attendance policy. D. Law mentioned all four members have stated via email that they will attend the September HIPC meeting. K. Burns suggested those members in violation should be removed if they do not attend the September HIPC meeting. The committee agreed.

**Old Business:** None

**New Business:** None

**Announcements:** None

**Adjournment:** Adjourned by consensus at 1:54 pm.

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP Calendar
- HIPC representation (not scanned)
- HIPC online application (not scanned)