

**HIV Integrated Planning Council  
Nominations Committee  
Thursday, November 8, 2018  
12-2pm**

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

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

**Excused:** None

**Absent:** None

**Guests:** None

**Staff:** Mari Ross-Russell, Briana Morgan, Stephen Budhu

**Call to Order:** M. Cappuccilli called the meeting to order at 12:20pm. After calling the meeting to order, M. Cappuccilli asked for a moment of silence to remember those affected by the recent tragedies in California.

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

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

**Report of Chair:** No report

**Report of Staff:** M. Ross-Russell announced that today is S. Budhu's last day. He has accepted a position at AACO, in which he will attend Comprehensive Planning going forward. The committee thanked S. Budhu for his service.

M. Ross-Russell stated the December meeting of both the Nominations Committee and Planning Council may be postponed due to the annual Ryan White conference that week.

M. Ross-Russell informed the committee the updated integrated plan and the new epidemiologic profile are both available on the OHP website.

**Action Items:** None

**Discussion Items:**

- **Online Membership Application**

M. Ross-Russell reminded the committee this is a continuation of the discussion from the last few meetings. At the last meeting the committee wanted to move forward using a fillable PDF file that is housed on the Office of HIV Planning website that is stored on an in-house server. At this time, the Office of HIV Planning no longer has an in-house server and has a HIPAA complaint SurveyMonkey account. This account was used to store data from the consumer survey. After sharing the new information, M. Ross-Russell asked the committee if they wanted to move forward with the online application via SurveyMonkey. In regards to J. Baez's comment from the last meeting, using a fillable form that is housed within the OHP website requires users to have access to Adobe software. It may not be feasible to assume that all applicants will have access to Adobe software.

M. Cappuccilli asked if the committee wanted the online survey to include an HIV status question. M. Ross-Russell replied, there has been discussion about this in the past, but the committee has not yet made a decision. She reminded the committee she has created two sample versions of the online application, one with the HIV status question and one without. If the HIV status question was included, it would be optional response.

L. Diaz suggested that the committee could use question 17 from the application “I am applying for membership on the Planning Council because...”. She explained an applicant who replies “I use Ryan White Part A services” could be used in lieu of a direct HIV status question. M. Cappuccilli asked if the online application sample has changed from the original paper copy. L. Diaz explained both applications are mostly the same, minor wording may have changed for user-friendliness. B. Morgan stated the online application features a mandatory tax clearance.

**Motion:** M. Cappuccilli moved, S. Romero seconded to recommend the online application nested in SurveyMonkey. **Vote:** 5 in favor, 0 opposed, 0 abstentions. **Motion Passed.**

- **Co- Chair Discussion**

M. Ross-Russell explained this conversation is because of the resignation of former chair K. Burns. As of now M. Cappuccilli is the chair of the committee. She asked the committee if they wanted to proceed with a 2-chair structure or remain with one chair. After discussion, the committee decided to maintain a 2-chair structure. L. Diaz nominated S. Romero for the chair position. S. Romero accepted the nomination. S. Romero will become the new co-chair of the Nominations committee. Approved by general consensus.

**Old Business:** None

**New Business:** M. Cappuccilli asked about the December meetings for both the HIPC and the Nominations Committee. M. Ross-Russell explained this is on the agenda for the November 2018 HIPC meeting. No formal decision has been made at this time.

L. Diaz suggested the Executive Committee should consider having longer HIPC meetings, possibly 2.5-3 hour meetings due the denser HIPC agendas as of late. The committee agreed, this will be discussed at the next meeting of the Executive Committee.

**Announcements:**

**Adjournment:** Meeting adjourned by consensus at 1:00pm.

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- Online HIPC application (not scanned)