

HIV Integrated Planning Council
Nominations Committee
April 12, 2018
12-2pm

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

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

Excused: None

Absent: None

Guests: Erica Rand

Staff: Debbie Law, Nicole Johns, Stephen Budhu

Call to Order: M. Cappuccilli called the meeting to order at 12:20pm.

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. Romero seconded to approve the minutes. **Motion Passed:** All in favor.

Report of Chair: M. Cappuccilli reminded the committee they met twice in March 2018. In the first March meeting the committee discussed social media and recruitment updates. In the second March meeting the committee reviewed applications and recommended 4 applicants for membership. Also in March, specifically the second meeting, the committee reviewed members who were in violation of the HIPC attendance policy. Ultimately the committee decided to remove 1 member and contact another member who was almost in violation of the attendance policy.

M. Cappuccilli informed the committee one HIPC member has recently resigned. He suggested the committee could reach out to the members who have resigned and ask for feedback about their experiences with the HIPC. Their feedback could be used to gauge interest in the HIPC and to improve in areas that members feel need to be improved. The committee discussed this idea and decided it would be good to know but difficult to actually do. D. Law noted former members may not want to be contacted by the HIPC after they have resigned.

Report of Staff: D. Law reminded the committee in March they reviewed 6 applications for membership; 4 were approved, 2 were not recommended because they did not have their mandatory tax clearances. After the application review period concluded 1 of the 2 applicants who were not recommended for membership was able to obtain their tax clearance and water clearances. Unfortunately, that applicant will not be able to be recommended for membership until the next application review cycle in September 2018. D. Law mentioned that applicant has attended other subcommittee meetings and will attend the HIPC meeting in April 2018.

D. Law notified the committee she invited the recommended members to attend today's meeting on behalf on the committee. All four recommended members said they will be present today.

D. Law reminded the committee also in their March meeting they moved to remove one member, and the committee decided to contact another member who was close to being in violation of the attendance policy. The member who was removed will receive a formal removal letter in the mail later this week.

Both OHP staff and HIPC members have attempted to contact the member who was close to violating the attendance policy, but the member has not been responsive at this time. J. Baez suggested the Executive Committee should contact that member since they are a HIPC officer. The committee briefly discussed this member and their attendance. The committee made note that this member was formerly on a leave of absence and technically only had 2 unexcused absences for the fiscal year. At this time that member's leave of absence has concluded. The committee decided to table discussion until the Executive Committee makes a formal recommendation about HIPC officer attendance; suggestions have been made but nothing has been formalized.

Action Items: None

Discussion Items:

- **Ongoing Recruitment Update**

D. Law informed the committee recruitment has been ongoing and is being discussed in the HIPC as well as its subcommittees. She explained the Office of HIV Planning has done e-mail blasts and also N. Johns sent out copies of the consumer survey results to providers who assisted with the survey and also invited those individuals to the April 2018 HIPC meeting.

D. Law reminded the committee in March 2018 A. Boone presented the social media updates to the committee. Within his presentation he showed the committee how often the OHP posts on Twitter and Facebook, displayed some social media metrics, and offered some posting guidelines to the committee. D. Law mentioned A. Boone also invited providers and reporters to attend the March 2018 HIPC meeting and other HIPC meetings going forward. After the March HIPC meeting the reporters from the PGN who were present published an editorial about the HIPC. The committee discussed the editorial and praised the A. Boone for garnering free press. The committee suggested this was an avenue that could be explored again in the future.

N. Johns informed the committee the Positive Committee was also discussing recruitment. When the Positive Committee met in April 2018 the committee decided to recruit at the Prevention Summit in June 2018. At the summit volunteers from the committee would wear stickers that would say something along the lines of "ask me about the Positive Committee". N. Johns added the Positive Committee also discussed writing letters to the editor.

D. Law reminded the committee the PrEP work group meets the third Wednesday of the month, and the next meeting is April 18, 2018 from 2-4 pm. In the past meeting M. Cappuccilli mentioned he would attend the meeting to help recruit for the HIPC. M. Cappuccilli stated he was still planning to attend and would provide feedback about the recruitment status. D. Law mentioned the 2 of the 4 applicants the committee recommended were from the PrEP work group.

N. Johns suggested the committee could ask host a small focus group before HIPC meetings. The questions could be very simple like "Why are you a Planning Council member?" Questions can be targeted to specific members like new members or long-term members to see why they remain in membership. M. Cappuccilli stated this could happen at the last hour of Nominations meeting. K. Burns asked if the goal of these focus groups is to assess why people are members. N. Johns replied yes, and also to find out way people remain members. K. Burns mentioned the committee should also set up focus groups for former members who have resigned, something along the lines of an exit interview. J. Baez agreed and suggested the exit interview should not come from people who have a provider affiliation. S Heaven stated the interview should not try to pry, for example if someone says they left the HIPC because

of personal reasons then that should not be explored further. If the person stated they left the council because they did not agree with the practices then a follow question to find up more information may be necessary.

S. Romero stated the committee should really focus on veteran members and see why they remain members. Veteran members have invaluable input, and the perspective from them could help to potentially bring in new members. M. Cappuccilli suggested the committee could do this starting after new member orientation in May 2018. He suggested the committee could start brainstorming ideas about what can be asked in these focus groups.

D. Law noted the attendance presentation by the committee has been tabled and it will be added to the HIPC agenda in the future. M. Cappuccilli suggested the committee should not present until the Executive Committee makes a formal recommendation about attendance policies for officers.

K. Burns moved the discussion backed to focus groups. He suggested the questions should be simple: “What do you like about the Planning Council? What do you not like about the Planning Council? Why are you a member? Why are still a member?” J. Baez suggested the committee could institute a survey about member retention. N. Johns stated qualitative feedback may be hard to receive via a survey; people often do not write much on surveys. J. Baez agreed and mentioned, “the elephant in the room is we do not have a problem getting new members, we have a problem keeping them”. D. Law stated the conversation being had was going two ways; the focus groups would be about trying to get new members or the focus groups would be about the retention of members. The committee would have to prioritize what audience they were looking for and what they wished to know from that audience. The committee discussed both ideas and moved to start with member retention. K. Burns suggested the committee needs to invent creative ideas to get useful information out of the focus groups. “The committee needs to be prepared to potentially hear some unpleasant things”. S. Heaven noted people need to know it will be okay to say things that they are uncomfortable with in the HIPC. L. Diaz suggested the committee should use one-on-one interviews instead; it may be easier to communicate on a one-on-one basis compared to a group setting. L. Diaz added one-on-ones would be useful so we are not blind-sided by potential member unhappiness. L. Diaz referenced an earlier occasion and noted how it could have been avoided if the committee was doing focus groups at that time.

K. Burns suggested the committee could take turns calling members after they have resigned. Within the call members would need to ensure the former members the call will remain confidential.

S. Romero stated the committee should also include these questions in the focus group/exit interview: “Do you feel you have input in the HIPC’s discussion? Do you feel comfortable voicing your opinion within the HIPC meetings? He noted veteran members of the HIPC often communicate more within the meetings. New members do not always contribute to the conversations within meetings.

L. Diaz suggested the council could use the buddy system that was used in the past. The committee briefly discussed their experiences with the buddy system. J. Baez suggested the committee should invite HIPC members to discussions periodically before the HIPC meetings. The questions asked within the session could be simple and it will make people feel comfortable before meetings. N. Johns stated that will be a great community building process. J. Baez suggested the committee should frame the discussions as a conversation instead of a formal discussion. K. Burns asked how often should the focus groups occur. Or should the committee have open forums the last 30 minutes of each Nominations meetings? People will be free to attend and the conversation will be helpful. J. Baez agreed, but stated the committee needed to keep it simple. M. Cappuccilli stated the committee needs to be cognizant of people’s behavior. He mentioned how people claim they will attend meetings but then do not show up for

whatever the reason may be. J Baez suggested the committee could open up the meetings, as to K. Burn's suggestion, and if no one comes then it's not a big deal, the committee should continue to do it and eventually people will show. L. Diaz suggested the members of the committee could each invite one person to attend. M. Cappuccilli suggested the committee should explore giving an hour, maybe starting the open forum process at 1pm instead of 1:30pm. J. Baez suggested 1:00pm maybe too early, and 30 minutes will be perfect and present an informal vibe. With that vibe people may be more likely to attend in the future.

M. Cappuccilli stated he would announce the committee will start having open forums within the last 30 minutes of their meetings starting in June 2018. In May 2018 there will be new member orientation, so there will be no formal Nominations Committee meeting.

- **Welcome New Members**

After committee discussion they welcomed the applicants they recommended for membership for appointment by the mayor's office. D. Law explained to the applicants that were still recommended members and will not be official members until they are appointed by the mayor's office.

After welcoming applicants, the members of the Nominations Committee and OHP Staff each introduced themselves.

Old Business: None

New Business: None

Announcements: None

Adjournment: Adjourned by consensus at 1:50 pm.

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP Calendar