

**HIV Integrated Planning Council
Nominations Committee
Thursday, August 9, 2018
12-2 pm**

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

Present: Kevin Burns, Mike Cappuccilli, Lupe Diaz, Sharee Heaven, Samuel Romero

Excused: Juan Baez

Absent: None

Guests: Steven Zick

Staff: Debbie Law, Stephen Budhu

Call to Order: M. Cappuccilli called the meeting to order at 12:35pm. Those present then introduced themselves.

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

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

Report of Chair: None

Report of Staff: None

Action Items: None

Discussion Items:

- **Application Review**

D. Law reminded the committee they requested current members reapply for membership when they last met in July 2018. She reminded the committee due to the recent integration of care and prevention all members terms would be expiring at the same time. The committee suggested the reapplication process should be staggered and they requested current members with last names A-M to reapply. In total 15 current members were asked to reapply. She explained in today's meeting the committee would be reviewing applications and recommending them to be appointed by the Mayor's Office. Of the 15 member who were asked to reapply the Office of HIV Planning received 8 applications as well as 2 applications from prospective members. She noted some members are still interested in reapplying but they would need extra time for submission. Of the 7 outstanding applications, 4 were interested in reapplication, and she was unsure of other 3 members in question.

D. Law reminded the committee the minimum requirement for HIPC membership is 35. Currently there are 39 members. Using simple math, she explained even if all applicants were recommended for membership, the HIPC would still only have 34 members (39 current members minus 15 needed to reapply + 8 who reapplied + 2 new applicants). She suggested the committee may need to meet again this month to review applications of the 4 current members who were interested in reapplying. The committee asked will the applications that will be recommended for membership be submitted to be appointed after

today's meeting. D. Law replied no, recommendations for membership must be submitted biannually, in the fall and spring, so the committee must review all applications before submitting them to the Mayor's Office to be appointed. The committee stated waiting for final approval from the Mayor's Office has become a barrier for sustaining members and getting new ones.

S. Romero suggested the committee should inform the HIPC about reapplications for membership in their August 2018 meeting. K. Burns asked was there a way to expedite the application process, especially with waiting for the Mayor's Office approval. D. Law replied no, the committee should look to submit as many applications as possible for final review to the Mayor's Office in the fall 2018 application cycle.

Before the committee reviewed applications, they identified possible dates in August 2018 to have a follow up meeting to review applications. The committee suggested the following dates: Wednesday, August 22, Thursday, August 23, or Thursday, August 30. The committee could not agree on a date within the meeting, D. Law stated she would send a follow up email with the dates and the most popular date would be selected for the follow up meeting. D. Law reminded the committee that 5 members needed to be present for voting quorum.

The committee began their application review process. D. Law distributed the application scoring tool to the committee. Before scoring applications, M. Cappuccilli asked which of the applications were new members and which were members reapplying. D. Law replied the applications are numbered 101-110; 101 and 102 are new members, 103-110 are current members reapplying.

Applications were scored by 4 categories; each category could be scored between 1-4; the highest possible score being 16. After all committee members scored each application D. Law collected the scoring tools and calculated the average the scores for each applicant. The highest scoring applicant was applicant 103 with an average score of 15.5. Applicant 103 had the lowest average score of 13.4. The committee discussed recommending all applicants for membership except application 101. The committee was split on applicant 103, but M. Cappuccilli and K. Burns reminded the committee if they did not recommend applicant 101, the HIPC would be short by 2 the minimum number of required members.

Motion: The Nominations Committee moved to recommend applicants 102-110 to be appointed for HIPC membership by the Mayor's Office. **Motion Passed.**

The committee continued discussion on applicant 101. The committee asked D. Law if she could provide any extra information about the applicant. D. Law stated this applicant has attended both the HIPC and Comprehensive Planning Committees in the past. This individual has also expressed interest in joining the Prevention Committee, if approved. This applicant also has a family member on the Planning Council. L. Diaz expressed her opposition of recommending applicant 101.

Motion: M. Cappuccilli moved, K. Burns seconded to recommend applicant 101 to be appointed for HIPC membership by the Mayor's Office.

Vote: 4 in favor, 1 opposed, 0 abstentions. **Motion Passed:** The Nominations Committee moved to recommend applicant 101 to be appointed for HIPC membership by the Mayor's Office.

Old Business: None

New Business: None

Announcements: None

Adjournment: Meeting adjourned by consensus at 1:55 pm.

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP Calendar
- Applications (not scanned)
- Demographics sheet (not scanned)
- Applications scoring sheet (not scanned)