

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

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

**Present:** Juan Baez, Mike Cappuccilli, Lupe Diaz, Sharee Heaven

**Excused:** Kevin Burns, Samuel Romero

**Absent:** None

**Guests:** None

**Staff:** Debbie Law, Stephen Budhu

**Call to Order:** M. Cappuccilli called the meeting to order at 12:56pm. Those present then introduced themselves.

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

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

**Report of Chair:** M. Cappuccilli reminded the committee he attended the last meeting via conference call. He noted it was convenient but he admitted he only heard about 50% of the conversation. Due to this he suggested conference calling should be used sparingly, it should not be used in meetings that have packed agendas. After M. Cappuccilli's comment the committee reviewed the proposed conference calling pilot. The recommendation allowed for members to call into meetings via conference call once during a 3-month trial period. Members could only call into subcommittee meetings, its use is prohibited in Planning Council or Regional Allocations meetings. Members who attended meetings via conference call would be marked as "present" on the attendance sheet. After the trial period ends the Nominations Committee will review the efficacy of conference calling. M. Cappuccilli noted he agreed the committee's decision to only allow members to call in once during the trial period, this way the privilege could not be abused.

After review of the conference calling pilot the committee discussed in what situation(s) would allowing a member to call into meetings be appropriate. No consensus was reached but the committee did mention that a member must reach out to the OHP and let the office know they were unable to attend in ample time before the meeting to be able to phone into a meeting.

**Report of Staff:** No Report

**Action Items:** None

**Discussion Items:**

- **Update on Attendance and Removal**

D. Law reminded the committee they reviewed attendance in their last meetings. Upon review the committee identified 6 members who were in violation or close to violation of the HIPC attendance

policy. She stated one of the members was placed on a leave of absence and the five others were issued letters about their attendance. 4 out of the 5 letters that were issued were warning letters and the fifth was a removal letter. Of the 4 warning letters, 2 responses have been received. D. Law explained each warning letter included the dates of absences and a written response section. The two responses that were received included corrective actions and also how to proceed going forward. Both member responses stated they wished to remain members of the Planning Council going forward. She added she has had verbal communication with one of the two members who were issued warning letters that have not responded.

The committee reviewed both warning letter responses. After review the committee began to discuss each of the members. The committee noted both members provide great insight during meetings. D. Law informed the committee both members were also unable to attend the July 2018 HIPC meeting. With that absence, in the case of both members, they would be at 5 total absences. When a member accrues 5 total absents in the planning year that is grounds for termination.

J. Baez asked for a refresher of the attendance policy. He inquired if the attendance policy was created by HRSA. D. Law replied no, the attendance is from the HIPC bylaws which was created by the HIPC itself. The HIPC is mandated to abide by its own bylaws, if the HIPC does not follow its own bylaws a grievance can be filed.

The committee stated they could not be lenient with one member and terminate another. Any member who is in the violation of the attendance policy should be removed. J. Baez reminded the committee they have to consider the representation from agencies when the committee is removing members. He stated in the past the committee has been lenient with members who have been in violation that have provided ample reasoning for their absences.

L. Diaz suggested the members who responded should be granted leniency. Their responses showed that they still have an interest in the council and when they do show up they are both active participants. She suggested the committee should respond to those members via letter and state that their attendance will be monitored going forward. J. Baez added the letter should state “as members you have to adhere to the attendance policy going forward”. S. Heaven added the response letter should say that “we acknowledge that you’re unable to attend the July 2018 HIPC meeting and will excuse you. Going forward we are going to hold you accountable for your attendance. If you’re found to be in violation as of August 2018 you will be removed. At the point of removal you will be welcome to still attend meetings but you forfeit your ability to vote.”

**Motion:** The Nominations Committee moved to keep all four members who were issued warning letters on the council. The committee will also send response letters to the members who responded to warning letters. **Motion Passed.**

- **Membership Term Review**

D. Law reminded the committee of their discussion in June 2018, the committee reviewed expiring membership terms. Due to the recent integration of care and planning half of the HIPC members’ terms would have ended in fall 2018 and the other half would have ended in spring 2019.

D. Law asked the committee to review the membership term handout. In total there are 39 members of the Planning Council. Of the 39 members, 29 members’ terms are expiring. Members who are highlighted are veteran members whose terms are expiring in the fall 2018. In total 9 members were highlighted. From prior conversation the committee decided to ask half of the 29 members whose terms are expiring to reapply in the fall 2018 and the other half to reapply in spring 2019. M. Cappuccilli suggested the

committee should alphabetize the 29 members and then select the evens to apply in the fall, and the odds in the spring. After discussion the committee decided to ask members with last names from A-Q to reapply in the fall 2018, and R-Z would reapply in the spring 2019. M. Cappuccilli asked what the time frame is to reapply in fall 2018. D. Law suggested the committee could ask members to reapply in September 2018. The committee suggested the spring reapplication cycle should be in April 2018.

M. Cappuccilli stated he would announce reapplication request in the July 2018 Planning Council meeting.

- **Membership Survey**

D. Law asked the committee to review the Needs Assessment Survey handout in the meeting packet. She reminded the committee they have previously discussed a membership survey, from discussion the committee wanted to focus on the following:

- recruitment
- retention
- re-engagement
- exit interview

D. Law suggested the committee could use the Needs Assessment handout to narrow down and finalize ideas about membership.

J. Baez suggested the committee should focus on retention; the committee could look to add a feedback section in the application, especially since the committee is asking members to reapply. J. Baez suggested the committee should look to ask, “Why are you a member? What keeps you coming to meetings? Is there anything we can improve on?”

S Heaven referenced a discussion from the June meeting; the committee suggested using one-on-one interviews with current members. The interviews could be on HIPC meeting days for convenience.

The committee deferred back to J. Baez’s recommendation; they suggested a feedback questionnaire/packet should be included with the application. The questionnaire should be simple and just ask what J. Baez had previously suggested as well as “Why are you reapplying? Why aren’t you reapplying? What are your honest thoughts on how we can keep members engaged and long term”. The committee agreed and suggested that they encourage members to be brutally honest.

From past discussions the committee recommended a “round table discussion” and invite members to attend. The committee decided to move away from that idea and pursue a membership survey.

**Old Business:** None

**New Business:** None

**Announcements:** None

**Adjournment: Motion:** L. Diaz moved, S. Heaven seconded to adjourn the meeting at 2:00 pm. **Motion Passed:** All in favor.

Respectfully submitted by,  
Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP Calendar
- Attendance Sheet (not scanned)
- Needs Assessment Survey