

**HIV Integrated Planning Council  
Nominations Committee  
Thursday, March 22, 2018  
2:30-4:30pm**

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

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

**Excused:** Kevin Burns

**Absent:** None

**Guests:** None

**Staff:** Debbie Law, Stephen Budhu

**Call to Order:** M. Cappuccilli called the meeting to order at 2:52 pm.

**Approval of Agenda:** **Motion:** J. Baez moved, S. Heaven seconded to approve to the agenda. **Motion passed:** All in favor.

**Approval of Minutes:** **Motion:** L. Diaz moved, S. Heaven seconded to approve the March 8, 2017 minutes. **Motion Passed:** All in favor.

**Report of Chair:** No report

**Report of Staff:** D. Law reminded the committee the PrEP work group meets the third Wednesday of the month. She suggested committee members could attend work group meetings to recruit for HIPC membership. She noted 2 of the work group members have applied for membership and the committee would be reviewing their applications today.

D. Law reminded the committee the nominations process requires a panel of 6 members to review HIPC applications and membership status. Since there are only 5 members present the committee would need to vote in order to review applications and membership.

**Motion:** S. Heaven moved, Lupe Diaz seconded to approve voting quorum. **Vote:** 5 in favor, 0 opposed, 0 abstentions. **Motion Passed.**

**Action Items:** None

**Discussion Items:**

- **HIPC Membership Review:**

D. Law reminded the committee currently the HIPC has 39 members and the minimum requirement for membership is 35. D. Law asked the committee to review the HIPC member attendance spreadsheet. She reminded them the current attendance policy allows for a maximum of 3 unexcused absences or 5 total absences within the fiscal year.

The committee reviewed the HIPC attendance spreadsheet and identified two members that were in violation of the current attendance policy: #8 and #9.

The committee briefly discussed each member who was in violation of the attendance policy. The committee noted many of #8's absences have been excused, and #8 was out on leave prior. The committee felt they should retain #8 in membership and attempt to contact that individual.

**Motion:** S. Heaven moved, L. Diaz seconded to keep #8 on the council. **Vote:** 5 in favor, 0 opposed, 0 abstentions. **Motion passed.** #8 will remain a HIPC member.

The committee briefly reviewed #9. The committee noted all of #9's absences have been unexcused, and they have not attended a meeting since October 2017. #9 was also not responsive to emails or phone calls. The committee felt #9 should not be retained as a member.

**Motion:** S. Heaven moved, L. Diaz seconded to remove #9 from the council. **Vote:** 5 in favor, 0 opposed, 0 abstentions. **Motion Passed.**

- **HIPC Application Review**

D. Law stated there are 6 applications up for review. Applications are numbered from 101-106. D. Law noted applicants 102 and 106 did not receive their tax and water clearances at time of submission. She suggested the committee should still score all applications accordingly.

The committee began their application scoring process. The committee scored applicants 1-4; 4 being the highest. There were 4 categories so maximum possible score is 16. The committee recorded their scores silently and submitted them to D. Law once they were finished. Once D. Law received all scoring sheets she calculated the average scores for each applicant and shared them with the committee.

The committee briefly reviewed each application. They began in numerical order.

### **101**

Average score for application 101 was 15.6. Applicant 101 had the highest average score. 101 was a Philadelphia provider, and has sat on previous Planning Councils before.

**Motion:** The committee moved to recommend applicant 101 for membership to the Mayor's Office.

### **102**

Applicant 102 was a consumer from the PA counties. Average score of this application was 12.4. Applicant 102 did not have tax and water clearance. D. Law noted this applicant was not responsive after submitting the application, she explained she contacted this applicant to follow up to see if clearance had been obtained. Applicant has not returned calls or emails.

**Motion:** The committee did not recommend applicant 102 for membership status due to lack of clearances.

### **103**

Applicant 103 is a Philadelphia provider. Average score of this application was 15. Applicant has attended HIPC meetings in the past.

**Motion:** The committee moved to recommend applicant 103 for membership to the Mayor's Office.

### **104**

Applicant 104 is a Philadelphia provider. Average score of this application was 14.2. Applicant has not attended HIPC meetings before.

**Motion:** The committee moved to recommend applicant 103 for membership to the Mayor's Office.

### **105**

Applicant 105 is a consumer from Philadelphia. Average score of the application is 14.8. Applicant has attended HIPC meetings before.

**Motion:** The committee moved to recommend applicant 105 for membership to the Mayor's Office.

### **106**

Applicant 106 is neither a consumer or provider. Average score of the applicant was 10.8. 106 has attended many Planning Council and subcommittee meetings in the past and was a previous member. Applicant 106 was not able to receive tax and water clearance at the time of submission.

**Motion:** The committee did not recommend applicant 106 for membership since tax and water clearances forms were not in order.

The committee concluded their application review process. The committee noted all applications were strong at this time. The committee moved to recommend applicants: 101, 103, 104,105 for membership to the Mayor's Office. The committee did not recommend applicants 102 and 106 due to insufficient clearances at time of the application. The committee noted they would follow up with applicants 102 and 106 to see if they have obtained clearances. If they have obtained clearance they would be recommended for membership at a later date.

**New Business:** None

**Old Business:** None

**Announcements:** None

**Adjournment:** Meeting adjourned by consensus at 3:45 pm.

Respectfully submitted by,

Stephen Budhu, OHP staff

Handouts distributed at the meeting:

Meeting minutes

Meeting Agenda

OHP Calendar

HIPC applications (not scanned)

Scoring sheet (not scanned)

Demographic sheets (not scanned)

HIPC member attendance (not scanned)