

**Philadelphia HIV Integrated Planning Council
Nominations Committee
Meeting Minutes of
Thursday, November 11, 2021
1:00-1:45 p.m.**

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

Present: Mike Cappuccilli (Co-chair), Lupe Diaz, Kate King

Staff: Debbie Law, Julia Henrikson, Sofia Moletteri, Beth Celeste, Elijah Sumners

Call to Order: M. Cappuccilli called the meeting to order at 1:06pm

Approval of Agenda: M. Cappuccilli presented the November agenda for approval. **Motion:** L. Diaz motioned, K. King seconded to approve the November 2021 agenda. **Motion passed:** 2 in favor, 1 abstained.

Approval of Minutes (August 31, 2021): M. Cappuccilli presented the previous meeting's minutes for approval. **Motion:** L. Diaz motioned, K. King seconded to approve the August 2021 meeting minutes. **Motion passed:** 2 in favor, 1 abstained.

Report of Co-Chair:

M. Cappuccilli reported that S. Romero announced his resignation as Co-Chair of the Nominations Committee and he would continue to attend meetings as a member. M. Cappuccilli asked D. Law if new members were given the approval of the Mayor's office and begin to attend HIPC meetings? D. Law stated that the Mayor's Office sent 18 new member approval letters to the OHP office and that she sent welcome letters to new members. M. Cappuccilli asked how OHP planned to conduct orientation? D. Law stated she would need more time to prepare because of the upcoming December holidays and there were more providers added to HIPC than consumers, so some adjustments were necessary.

Report of Staff:

D. Law reported that since the last meeting there was a Youth Health and Wellness Fair on 10/30 and was one of the target populations of the Ad-Hoc Recruitment workgroup. E. Sumners attended and reported that it was a great opportunity to build community. D. Law continued due to COVID-19 restrictions there was no space for OHP to have a table, however the participants were the target population as discussed in the Ad-Hoc Recruitment Workgroup. S. Moletteri reported that the staff was still working on the Consumer Survey and hoped to be finished ahead of the November IRB submission date.

Discussion Items:

--Membership Retention--

D. Law reported the attendance since the last round of new members and asked the group the best ways to ensure member retention, especially since moving to virtual meetings. M. Cappuccilli asked if membership numbers in HIPC were comparable to the subcommittee membership? D. Law answered yes. D. Law further suggested making a strategy to contact individuals with attendance problems. M. Cappuccilli asked how many people would they each

need to contact? D. Law suggested that they take about 3 names each. The present members agreed. K. King asked if there was a script because she has never contacted anyone as a member. M. Cappuccilli stated that D. Law could send a phone script to the attending members, she agreed and stated there were three questions that she would provide in an email.

M. Cappuccilli asked D. Law if she could provide a short bio from the individuals' application so the people completing cold calls can have some information on them. D. Law answered that she does not think she can give information like if they were a consumer or provider but can give demographic information. M. Cappuccilli replied that any information would be helpful to quicken the process. D. Law reiterated that people on the attendance list that were in violation of the attendance policy were highlighted in purple and S. Moletteri added that the concern was over 5 unexcused absences. L. Diaz asked if members that have been previously warned about their absences should receive a courtesy call so they do not repeat the pattern? M. Cappuccilli offered to do so with members on similar subcommittees as he was.

K. King asked if the people contacted were "back on track" and have been attending the past few meetings? D. Law responded that the questions she would provide include "Why haven't you been attending?" etc. as a short survey to keep them engaged. M. Cappuccilli asked if the subcommittee should prioritize membership and attendance updates on next month's agenda? D. Law agreed. L. Diaz and M. Cappuccilli additionally stated that some members do not check or have access to their email, but will respond faster to a text or call if they need reminders about upcoming meetings. K. King asked after the calls who they reported to? D. Law said that she could either write down the information during the phone call and send it to D. Law or wait until the next meeting to relay the information to the entire subcommittee.

M. Cappuccilli asked when HIPC would resume in-person meetings because some groups, like Action Wellness, have commenced theirs? D. Law answered that OHP follows the City's guidelines for COVID-19 restrictions, so it would most likely begin in the new year.

Any Other Business:

None.

Announcements:

None.

Adjournment: M. Cappuccilli called for a motion to adjourn. **Motion:** L. Diaz motioned, K. King seconded to adjourn the November 11, 2021 Nominations Committee meeting. Motion passed: All in favor. Meeting adjourned at 1:49 p.m.

Respectfully submitted:

Elijah Sumners, staff

Additional Materials:

- August Meeting Minutes
- Attendance Sheet