

MEETING AGENDA

VIRTUAL:

Thursday, September 14th, 2023

12:00 p.m. – 2:00 p.m.

- ◆ Call to Order

- ◆ Welcome/Introductions

- ◆ Approval of Agenda

- ◆ Approval of Minutes (August 10th, 2023)

- ◆ Report of Co-Chairs

- ◆ Report of Staff

- ◆ Action item
 - Open Nominations Process

- ◆ Other Business

- ◆ Announcements

- ◆ Adjournment

Please contact the office at least 5 days in advance if you require special assistance.

The next Nominations Committee meeting is

VIRTUAL: October 12th, 2023 from 12:00 p.m. to 2:00 p.m.

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

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Please contact the office at least 5 days in advance if you require special assistance.

VIRTUAL: Nominations Committee
Meeting Minutes of
Thursday, August 10, 2023
12:00 p.m. – 2:00 p.m.

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

Present: Juan Baez (Co-chair), Lupe Diaz, Sharee Heaven, Shane Nieves

Staff: Beth Celeste, Debbie Law, Sofia Moletteri, Kevin Trinh

Excused: Michael Cappuccilli (Co-chair)

Call to Order: J. Baez called the meeting to order at 12:10 p.m.

Introductions: J. Baez skipped introductions.

Approval of Agenda:

J. Baez referred to the August 2023 Nominations Committee agenda and asked for a motion to approve. **Motion:** L. Diaz motioned; S. Heaven seconded to approve the August Nominations agenda. **Motion passed: all in favor.** The August 2023 Nominations Committee agenda was approved.

Approval of Minutes (June 8th, 2023):

J. Baez referred to the June 2023 Nominations Committee minutes. **Motion:** L. Diaz motioned; S. Nieves seconded to approve the June 2023 Nominations Committee Meeting Minutes via a Zoom poll. **Motion passed: all in favor.** The August 2023 Minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

S. Moletteri said they had received a letter from the Health Resources and Services Administration regarding members representing more than one service category. She said the letter clarified that members were constrained to represent only one service category with three exceptions. Members could represent the substance use and mental health category in their agency if the agency provides both services and the member was familiar with both programs. The second exception was that a member may represent Ryan White Part B and the state Medicaid agency if the member was in a state of responsibility for both of those programs. The last exception was that a member could represent more than one service category if their agency received any combination of Ryan White Part F and housing opportunity programs for people with HIV such as Housing Opportunities for Persons With AIDS (HOPWA).

Discussion Items:

-Update on members with attendance issues-

D. Law began by summarizing the committee's activities related to attendance records of its members. They had tasked members of the Nomination Committee with reaching out to members who were not meeting the attendance policy requirements and asked if there were any updates since June.

M. Cappuccilli, although not present at the meeting, had sent an email update regarding the three members he was assigned to contact. He had reached out to them via phone, leaving voicemails for each. Only one member responded, who had previously worked at the Mazzoni Center but had left for other opportunities and requested resignation from the HIV Integrated Planning Council (HIPC). M. Cappuccilli reported that he did not receive responses from the other two members but would provide updates when he obtained more information. D. Law recalled that the second person had not attended the last 6 to 7 meetings, while the third person was a new member of HIPC.

J. Baez did not have a report as he was not assigned a person to reach out to. S. Moletteri provided a report on the member she contacted, mentioning that her member continued to attend Positive Committee meetings. The member often missed HIPC meetings due to other appointments, but she was still interested in being a part of HIPC. S. Moletteri added that the member typically notified staff when she would miss a HIPC meeting.

L. Diaz reported that her assigned member planned to improve their attendance record by attending more meetings. The member explained that they were very busy, which led to their absence due to lack of time. L. Diaz asked if there were any other members she should reach out to. D. Law mentioned that they had discussed another member, but they were aware of the reasons for that member's attendance issues. S. Heaven and S. Nieves did not have reports to provide.

S. Moletteri requested K. Trinh to pull up the attendance sheet. K. Trinh had updated both the HIPC and subcommittee attendance sheets before the meeting. S. Heaven observed multiple absences in the Comprehensive Planning Committee (CPC) and expressed concerns. S. Moletteri reassured S. Heaven that she was not in violation of the attendance policy. She explained that subcommittee attendance wasn't tracked as closely, as HIPC members often participated in multiple subcommittees and were more active in one committee over the other. She reminded them of a previous Nominations Committee meeting where they had decided that attending one subcommittee per month would suffice to meet the subcommittee attendance requirement. L. Diaz expressed concern about her attendance in many CPC meetings. D. Law reassured her that they were not in violation as long as they attended their primary subcommittee per month, using M. Cappuccilli's attendance as an example. M. Cappuccilli was part of both the Nominations Committee and the Finance Committee, and as long as he attended the Nominations Committee meetings per month, he met the attendance policy. She also explained that the attendance chart represented committees members had signed up to receive emails about.

The committee then reviewed the attendance sheet for HIPC. The first member had not attended any HIPC meetings for the year. D. Law asked S. Moletteri if she had contacted the member. S. Moletteri confirmed that she had reached out to the member, who expressed continued interest.

D. Law reminded the committee that they had only 38 members in HIPC and needed to decide whether to remove members with attendance issues or let their terms expire. She emphasized that letting terms expire would put them in violation of the HIPC Bylaws, which required a minimum of 35 members. However, they wouldn't need to make a decision until reviewing the next section.

They reviewed several members, discussing their attendance status, resignations, or expired terms. D. Law explained that they needed to assess their process to determine how many new members they could add and how many members needed to be removed due to inactivity or term expiration. She asked if there were any questions. J. Baez inquired whether the 38 members referenced by D. Law included those who had resigned or were inactive. D. Law clarified that it did include those members and stated that by the fall, 18 members' terms would expire, with 5 of them not renewing their membership. L. Diaz concluded that they would have only 33 members, which would fall below the required 35 members, assuming the other 13 members whose terms were expiring decided to renew.

D. Law announced that the Nominations Committee would review the attendance records of the subcommittees as requested by members in a previous meeting. The first subcommittee to be reviewed was the Nominations Committee itself. D. Law was pleased to see that the Nominations Committee had perfect attendance. She also noted that one of the members previously mentioned had not been attending Finance Committee meetings. They proceeded to review the attendance sheet for the CPC, discussing members' participation and marking inactive members for removal. L. Diaz suggested considering another member as a guest, and D. Law agreed, stating they should keep the member's name on the list for tracking purposes, even though they weren't a HIPC member.

L. Diaz received a text message from one of the members she had volunteered to reach out to, who stated she would resign from HIPC. L. Diaz did not disclose the reason for the member's resignation for privacy reasons, and D. Law asked K. Trinh to hold off on removing the member's name from the list until they received a formal resignation via email.

-Prepare for Fall Open Nominations Process-

D. Law addressed the committee, emphasizing that the terms of 18 members would be ending on September 30th, with five of them resigning. She had sent emails to the remaining 13 members, asking them to renew their membership, and had received 9 applications through Survey Monkey. If all 9 applications were processed and accepted, they would have 29 members. J. Baez inquired whether all the applications were from Survey Monkey.

Debbie clarified that 5 members were resigning, and she had indeed sent 13 renewal emails. She had received 9 applications through Survey Monkey and estimated that they would have 29 members if everything went smoothly. She mentioned that she had given members until August

30th to reapply and that they still had time during the current meeting to recruit more members. J. Baez suggested being candid with HIPC about the possibility of losing 18 members.

D. Law agreed that they could inform HIPC members and asked if they would like to know the names of the 18 members whose terms were expiring. L. Diaz suggested that having this information could be useful if a Nominations Committee member personally knew any of the members. D. Law then proceeded to read the list of names of members whose terms were expiring.

D. Law also considered sending a second round of reminder emails. S. Nieves suggested checking their emails again for the reminder, and L. Diaz noted that one member was resigning, so they didn't need to send her an email to reapply.

D. Law mentioned that they had the option to remove members from HIPC but didn't recommend it. J. Baez and L. Diaz agreed with her, and L. Diaz raised the question of how many absences they would tolerate from members with multiple absences.

S. Nieves requested the email of one member, believing they could persuade the member to start attending meetings again. D. Law agreed to provide the information and explained that the member's term would end if they did not reapply. S. Nieves expressed confidence in their ability to persuade the member to return.

D. Law then discussed the next meeting, confirming with K. Trinh that it would take place on September 14th. She mentioned that depending on the number of applications, they might need to meet earlier and would keep the committee informed. They would follow the previous year's process of vetting applications, with D. Law sending blind applications for the committee to score.

J. Baez suggested asking the Philadelphia Health Department to send an email to partners and affiliates to recruit for HIPC. D. Law agreed but mentioned that she would need to discuss it with M. Ross-Russell. She also planned to address recruitment during the upcoming HIPC meeting and suggested making an announcement during the Nominations Committee report at the end of the HIPC meeting. J. Baez recommended sending the announcement through the chat for accessibility, allowing people to access links and information via their phones or computers.

Other Business:

D. Law brought up a couple of points for discussion within the committee. First, they discussed the idea of adding staff emails to the meeting packet to encourage both new and veteran members to ask questions. She then mentioned that they had tried conducting office hours meetings during the allocations period, but unfortunately, these had been unpopular with HIPC members.

S. Nieves inquired whether it might be helpful to mention priority demographics during the announcement. D. Law suggested that they should not focus on that aspect, as they needed all the members they could get.

L. Diaz provided feedback on the application process. Currently, they asked potential members if they needed help with their tax clearances because tax clearances were a requirement by the city of Philadelphia. She recommended adding a third option to that question, allowing potential members to indicate that they did not live in the city. L. Diaz explained that obtaining tax clearances could be challenging for those who didn't own property. S. Moletteri added that renting property wouldn't suffice; individuals needed to own property for it to count. L. Diaz suggested adding the third option to demonstrate to potential members that they valued their applications and were not trying to hinder them. S. Moletteri inquired whether they needed to vote on this choice. D. Law was uncertain about whether a vote was required. S. Moletteri suggested that they could reach out to M. Ross-Russell and resolve the matter internally. S. Heaven agreed that allowing the staff to bring the survey option to M. Ross-Russell and handle it internally was a good approach.

D. Law asked how the committee would like to phrase the request, and S. Moletteri drafted the language in the chat: *Add option that says “cannot obtain tax clearance because I am not a Philadelphia resident” as well as “cannot obtain tax clearance because I rent and do NOT own within Philadelphia.”* Everyone was comfortable with this language.

D. Law said she would forward the request to M. Ross-Russell.

Announcements:

None.

Adjournment:

M. Cappuccilli called for a motion to adjourn. **Motion:** L. Diaz motioned, and S. Heaven seconded to adjourn the August 2023 Nominations Committee meeting. Motion passed: Meeting adjourned at 1:26 p.m

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- August 2023 Agenda
- June 2023 Meeting Minutes